



## Canby Public Library Advisory Board

### Meeting Agenda

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-266-0720 at least two business days in advance.

#### Canby Public Library Advisory Board

##### Members

Scott Sasse – Council Liaison  
Lois Brooks – Chair  
Jen Kraxberger  
Tiffany Mach  
Rick Maier  
Aimee Noss  
Kristi Smith  
Linda Warwick  
VACANT – High School Liaison

##### City Staff

Marisa Ely – Library Director

##### Next Meeting Tuesday, August 20, 2024

<https://www.canbyoregon.gov/>

It is the City of Canby's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income. The City of Canby also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

July 16, 2024 at 5:30pm  
Hybrid Meeting

City Council Chambers

[Join Zoom Meeting](#)

Or join by Phone 253-215-8782

Meeting ID: 873 0185 1115

Passcode: 902132

- **Call to Order**
- **Approval of Minutes**
  - June 2024
- **Public Comment**
- **Information Items**
  - Council Liaison Report
  - Board Chair Report
  - Board Member Reports
  - LDAC Liaison Report
  - ~~Teen Liaison Report~~
  - Director's Bi-monthly Report
  - Friends of the Canby Public Library Report
- **Discussion Items:**
  - CPL Strategic Plan
  - Donation Process/Policy
- **Action Items:**
  - Teen Liaison application procedure
- **Announcements**
- **Adjournment**



## **CANBY PUBLIC LIBRARY**

### **ADVISORY BOARD MEETING MINUTES**

**June 18, 2024**

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

Absent: Tiffany Mach

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

May 2024 and June (work session) 2024 minutes were approved as written. Motion made by Linda, Second by Kristi. All in favor. Opposed: None.

#### **Public Comments.**

A community member, William, came to watch the LAB meeting as a current student in an online Masters in Library and Information Science program, with a focus in public librarianship. He is hoping to learn more about library functions before he graduates next year. He came to this meeting as an assignment.

#### **Information Reports**

##### **Council Liaison Report.**

There is a meeting tomorrow to approve the next FY budget. There will also be a few committee reappointments, review of several ordinances, and executive session after.

##### **Chair Report.**

Lois spoke about the May 15th council meeting and community and staff safety.

Lois will be Chair again of LAB, but we will need a new Chair starting in 2025. This is usually decided in June.

##### **Board Member Reports.**

Jen reached out to her contact about the teen liaison application and needed requirements in order to find more interested students. She will tell new applicants to turn their applications in to the Canby Public Library service desk, and Marisa will let staff know to expect these applications in the future.

Kristi spoke about the Canby Pride event happening on 6/23 at Wait Park.

**Library District Advisory Committee (LDAC) Report.** None.

**Library Director Bi-monthly Report.**

The library has welcomed several new staff members, including our teen intern, Raley, new 25-hour Library Assistant II, Sophia, and new on-calls, Ember, Emma, and Jennifer!

Programming in general has been going well. We have seen an increase in young teen programming participants, and our first Summer Reading event, Henrik the juggler, of the season is on 6/20 at Wait Park at 3pm.

Marisa will be meeting with the library directors from Molalla and Oregon City to see how best our three libraries can service the unincorporated areas we share.

We are currently at the end of the current fiscal year, so all purchasing has stopped until the new fiscal year, which begins July 1<sup>st</sup>.

**Teen Liaison Report.** None.

**Friends of the Library Report.**

On Saturday, June 15<sup>th</sup>, the summer book sale took place in the Civic Plaza from 10am-2pm.

Another upcoming event will be the Backyard and Patio Tour Saturday, June 29<sup>th</sup> from 11am-2pm. Tickets are on sale.

Labor Day weekend will be the next big book sale at the Swan Island Dahlia Festival. More information coming soon.

**Discussion Items**

**Online Survey Results and Library Strategic Plan.**

LAB members will review the handout shared by Marisa and be prepared to discuss it at the next meeting.

**LDAC / LINCC Strategic Plan.**

We had a discussion on the current boundary services district lines. Aimee asked why LINCC does not use school district boundary lines? Marisa will talk to Network staff to get more information on this.

We will schedule a future work session to continue talking about LDAC and the LINCC Strategic Plan.

**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 continue working on the donation policy.
- LAB will complete the teen application procedure and get the new teen liaison on board by October 1<sup>st</sup>.
- Marisa will work on planning a joint 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, July 16, 2024, at 6:28 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 JULY 16, 2024.






**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: May & June 2024**







To: The Honorable Mayor Hodson & City Council  
 From: Marisa Ely, Library Director  
 Prepared by: Same as above  
 Through: Eileen Stein, City Administrator  
 Date: 7/8/2024

**Usage Metrics Overview**



## CANBY PUBLIC LIBRARY

### MAY/JUNE '24 SNAPSHOT

Items added to the collection - 1,423 	Items checked in 42,612
Holds filled 8,011	 New cards 201
Digital checkouts 8,223 	Room reservations 226
Physical checkouts 32,848	 Adult events - 20 Participants - 521
Customer interactions - 1,821 	Children's events - 45 Participants - 1,255
Visitors 16,515	 Teen events - 8 Participants - 79

## Staff

- Sophia Khan, our new 25-hour Library Assistant II, started on June 18<sup>th</sup>!
- We hired several new on-calls, Ember (previous volunteer and intern), Emma, and Jennifer.
- Our teen intern, Raley, started on June 17<sup>th</sup>! The funding for this temporary position comes 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.

## Spaces

- The library's Maker Lab, currently funded by our Friends of the Library and Canby Kiwanis Club, now has 3D printers!
- The new Community Bulletin Board and Programming Bulletin Board are now up, near the entrance to the library. A policy for the Community Board was approved by the Library Advisory Board.



## Collections

- Next year's OBOB's have arrived and can be found in the Juvenile section of the library.

## Programming

Age Group	Program/Event
Children	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Maker Lab & STEAM Night ( <i>pict.</i> →)
	Minecraft Club
	Baby & Toddler Storytime
	SPECIAL EVENTS: Summer Reading performances
	<b>Outreach Events (10/1,604)</b>
<b>Totals: 45 events / 1,255 participants</b>	
<b>Outreach Events: 10 / 1,604</b>	
Teen	Dungeons & Dragons
	Young Teen Crafting ( <i>pictured</i> )
	<b>Totals: 8 events / 79 participants</b>
Adult	Book Club
	Knit & Stitch Group
	Citizenship Classes
	Art Cafe
	Mindfulness Meditation Classes
	Music in the Stacks
	<b>Totals: 20 events / 521 participants</b>
<b>Outreach Events: 1 / 257</b>	



## General News

- The library participated in May 2<sup>nd</sup>'s First Thursday event, where we did a Library Open House to show the community all the different programs and services we have to offer.
- The library partnered with the Canby Historical Society and Oak Lodge History Detectives for a "Discover the History of Your House" program on May 18<sup>th</sup>.
- Our annual Summer Reading Program began on June 1<sup>st</sup>! This program is for all ages and included several Summer events at Wait Park.

## Upcoming Events & News

- Lego Building Competition on July 30<sup>th</sup> from 5-6:45pm (sign-ups required)
- Clackamas County Repair Fair on July 20<sup>th</sup> from 10am-1pm
- An Evening with (author) Megan Lally on July 20<sup>th</sup> from 2:30-4:30pm
- Tabletop Gaming for teens every 2<sup>nd</sup> and 4<sup>th</sup> Saturday from 12-4pm



**Strategic Plan 24-26 — Goals/Priorities (Staff)**

PRIORITY	CITY COUNCIL & LINCC GOALS ADDRESSED	TACTIC / OBJECTIVE (THE HOW) <b>*MANAGEMENT*</b>	TACTIC / OBJECTIVE (THE HOW) <b>*STAFF*</b>
<p align="center"><b>#1.</b></p> <p><b>Advancing community education and outreach</b></p>	<p>City Council Goal(s): (2) Align resources to address future community growth; (5) Enhance engagement and communications that represent broad perspectives</p> <p>LINCC Strategic &amp; Tactical Plan: (2.1) Develop and implement policies and services to widen access; (2.3) Anticipate emerging needs and provide innovative solutions; (3.1) Develop and implement a public relations strategy to frame and communicate our story</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-establishing relationship with Canby schools</li> <li><input type="checkbox"/> Engage/re-engage with those who do not use the library</li> <li><input type="checkbox"/> Applying for and utilizing grant funding (ie. Clack Co. job infrastructure grant)</li> <li><input type="checkbox"/> More working class resources/education</li> <li><input type="checkbox"/> Participate in community events (outreach)</li> </ul>	<div style="background-color: #e0f2e0; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide library brochures to Canby Chamber of Commerce for new residents and/or chamber members</li> <li><input type="checkbox"/> Provide programs and events that address financial, health and wellness, and job searching needs.</li> </ul> </div> <div style="background-color: #e0e0f2; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a “did you know” board of library services and take it to different locations around town</li> </ul> </div>

<p style="text-align: center;"><b>#2.</b></p> <p style="text-align: center;"><b>Building community through quality programming and services</b></p>	<p>City Council Goal(s): (2) Align resources to address future community growth; (5) Enhance engagement and communications that represent broad perspectives</p> <p>LINCC Strategic &amp; Tactical Plan: (2.2) Provide a full range of valuable and inclusive materials and opportunities for youth; (2.4) Support inclusive communities by providing diverse collections and opportunities for safe and respectful community conversations</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Accessibility</li> <li><input type="checkbox"/> Curiosity and lifelong learning</li> <li><input type="checkbox"/> Develop and apply an equity lens for library programs</li> </ul>	<div style="background-color: #d9ead3; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop and offer seed library programs related to gardening and sustainability</li> <li><input type="checkbox"/> Implement more programs for all ages and all abilities. Deliver programs that highlight other cultures and communities.</li> </ul> </div> <div style="background-color: #d9d2e9; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide sensory packs for patrons struggling with lights, noise, etc.</li> </ul> </div>
<p style="text-align: center;"><b>#3.</b></p> <p style="text-align: center;"><b>Improving organizational health and stability</b></p>	<p>City Council Goal(s): (1) Promote financial stability; (5) Enhance engagement and communications that represent broad perspectives</p> <p>LINCC Strategic &amp; Tactical Plan: (3.2) Build support for and pass a successor library district which provides a sufficient tax rate and clarity around the roles of all district participants (city libraries, LINCC Library Services central office, the county, and district-wide advisory groups)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Build capacity for members of the Library Advisory Board, Library Foundation and Friends of the Library to support on-going library work</li> <li><input type="checkbox"/> Ensure strong working relationships between the Library Advisory Board, Library Foundation and Friends of the Library</li> <li><input type="checkbox"/> Continue investing in an organizational culture that prioritizes all staff feeling engaged and supported</li> <li><input type="checkbox"/> Evaluate staff and operational capacity to successfully carry out current and planned library</li> </ul>	<div style="background-color: #d9ead3; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Partner with other city departments, local business, and community organizations for program and outreach opportunities.</li> </ul> </div>

programming, services, and outreach

- Foster relationships with city departments and community partners that add value or support our collective work
- Establish a training plan focused on helping library staff succeed and improve confidence in the changing work of public libraries

- Create/share informational content and graphics highlighting the cost of library services (like this article)  
<https://apnews.com/article/libraries-ebooks-publishers-expensive-laws-5d494dbaee0961eea7eaa384b9f75d2>

## Canby Public Library Donation Policy

The Canby Public Library is a community library and all donations from the community help with funding library programs and services. There are two organizations that provide supplemental funding for the library by accepting donations and proceeds from special sales or events. 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. The Library does not accept any non-monetary gifts. More information can be found in the *How Do I* section of the library website.

### Notes:

*My goal is to make sure the “policy” is short and sweet and then do a longer explanation in the “How do I . . . “ section on the webpage.*

*Once there is a process for donating seeds to the Seed Library, either a separate policy or an addendum to this policy will need to be added.*

*After we agree on a policy, I will work on the “How Do I . . . . “ section.*