



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

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

City Staff

Marisa Ely – Library Director

Next Meeting Tuesday, February 18, 2025

<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.

January 21, 2025 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**
 - December 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:**
 - Unattended Items Policy
 - "How Do I...Make A Donation" Update Complete
 - 2025 Goals List
 - LAB History
 - Review LAB Duties
- **Action Items:**
 - Donation policy "How Do I..."
 - 2025 Goals List
- **Announcements**
- **Adjournment**



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

December 17, 2024

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

Absent: None.

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

October 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.

At tomorrow's Council meeting, there will be a public hearing regarding annexation and zone change on North Holly (Parsons property). Transit will also give an update about their new building project.

Councilor Sasse also discussed the Canby Adult Center likely moving to a new space/location in about two years, the attorney for the city is the same firm we've been using after going through the normal hiring process, and the Canby Civic Engagement Academy is still looking for participants.

Chair Report. None.

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

Marisa, with the help of several library staff, has been working on several grant applications. A grant application around accessibility services was recently submitted.

Several collections have been moved and/or updated for accessibility. Staff have also been working on standardizing all of our processing so collections can be found more easily.

The Teen Open House, to celebrate the new teen mural, on November 23rd, with the mural artist Carlos Nieto III, was a success. Carlos put on an anime workshop that was well attended by all ages.

The library's *Community Reads* program planning has begun, so stay tuned for more information!

Please consider joining the inaugural *Canby Civic Engagement Academy* to learn about city departments (more information can be found on the city website). Kristi will be the LAB representative.

Phillip Yocham, our Children's Librarian, will be back on Monday 12/23.

The library will close at 5pm on 12/23 and be closed all day 12/24-12/25. The library will also close at 5pm on 1/31 and be closed all day on 1/1.

Teen Liaison Report. None.

Friends of the Library Report.

One of the newest board members, Maureen, has grant writing experience and she will be working with Marisa on a potential new grant application.

Books are selling well at the Canby Beer Library and Christmas sales at the library are also going well.

Amy is in charge of social media and she's working on gaining more followers to get the word out about Friends happenings.

Mary Voskuil resigned after 7 years of service, so thank you Mary!

Discussion Items

Teen Liaison Orientation.

This is Linnea Stormo's first meeting as our new teen liaison. She is a Freshman at Canby High School. She is in yoga club and band. In the Spring, she may do golf or tennis. She has a dog named Sparky and an older brother and little sister. She will be working with Marisa and other library staff to see how the library can support teens at the high school and vice versa.

“How Do I...Make A Donation”.

Marisa read the newest version of the document and several minor errors were pointed out. Marisa will make those edits, send out the final version to LAB members, and post on the library website in the appropriate section. Lois made a motion to approve the document with the suggested edits. Rick seconded. Motion passes.

2025 To Do / Goals List.

We briefly discussed working on a list of goals that LAB would like to work on and accomplish over the next 2025 year now that several big-ticket items have been completed. LAB members will think about goals to add to the list and come to the next meeting ready to discuss.

Action Items

- **Donation policy “How Do I...”.** Marisa will make the suggested edits, send out the final version to LAB members, and post on the library website in the appropriate section.
- **2025 Goals List.** LAB members will think about goals to add to the list and come to the next meeting ready to discuss.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:23 p.m. The next meeting is scheduled for Tuesday, January 21, 2025, 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
JANUARY 21, 2025.

Library/LAB Goals

- Creating more quality programming that answers community needs.
- Applying for grants to offer more opportunities to the Canby community.
- Being fully staffed (ie. Library pages).
- Getting the support boards (LAB, Foundation, Friends of the Library etc.) holes filled.
- Fun through engagement (scavenger hunts, Library Open House, social media presence).
- Partnering with outside community groups, institutions, and agencies.
- Making the library a “hangout” place again where people come to find materials, chat, learn, engage in programming, and have fun in a safe environment.
- Beginning research for a successor tax district for all LINCC libraries.

Accomplished

- ~~Transforming our maker space into a "Maker Lab," where Canby youth can learn about Science, Technology, Engineering, Art, & Mathematics.~~
- ~~Connecting our community to needed resources thanks to Canby PD's Behavioral Health Specialist Brandon Leonard.~~
 - ~~Getting periodic and repeated safety trainings on the books for staff due to an uptick in mental health issues.~~
- ~~Re-envisioning our volunteer program to create more opportunities for the community to give back and to help us get things done after losing a whole position (library page).~~
- ~~Creating a donation policy/process for in-kind donations.~~
- ~~Creating a new strategic plan.~~
- ~~Updating the library policy manual.~~
- ~~Community bulletin board~~

Library Advisory Board

Board Information

The Library Advisory Board meets the 3rd Tuesday of every month from 5:30 PM - 6:30 PM in Council Chambers. You may attend in person or via Zoom.

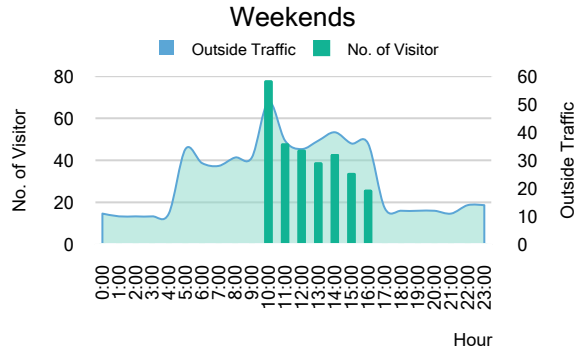
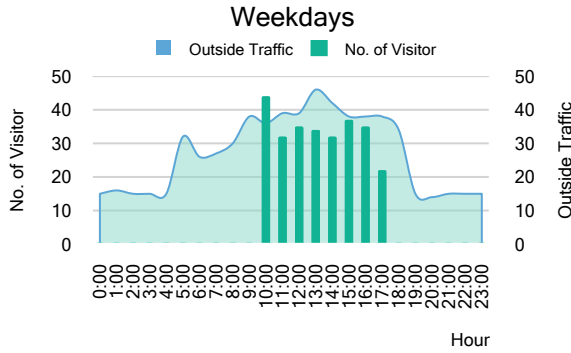
- **Minutes & Agendas**
- **Establishing Ordinance:** [Chapter 2.20](#) (Title 2: Administration and Personnel). Amended on 4/21/04 by Ordinance No. 1137, 12/5/2018 by Ordinance No. 1498 and on 10/20/2021 by Ordinance No. 1561.
- **Governing Body:** The city's public library as established by § 2.20.010 shall be governed by the City Council. A Library Board shall be appointed to serve in an advisory role to the Council.
- **Type of Appointment:** By City Council upon recommendation of the Board Chairperson and Council Liaison.
- **Number of Members:** 8 members (two members must reside outside City limits) including one voting high school student (residing within the Canby School District Boundary)
- **Term Length:** 4 years (July 1 to June 30) Two Term Limit

Duties and powers:

- Keeping informed about current trends in the library services and administration;
- Studying library growth and needs in the city and its vicinity;
- Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional and national goals pertinent to libraries;
- Recommending types of library service for the city and its vicinity;
- Investigating sources of funding for library service and facilities;
- Participating in the annual budgetary process of the city as that process pertains to the library;
- Recommending policies for the acceptance and use of gifts for library purposes;
- Recommending policies and procedures conducive to efficient and effective operation of the library;
- Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library service;
- Encouraging widespread public support and use of the library;
- Submitting an annual report to the city council and the state library; and
- Performing other duties as authorized by the city council.

CPL SITE OPENING AND CLOSING TIME ANALYSIS

Report Period: 07/07/2024 - 07/13/2024 (Week 2)



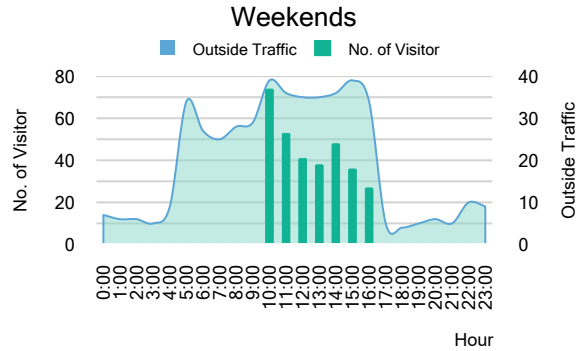
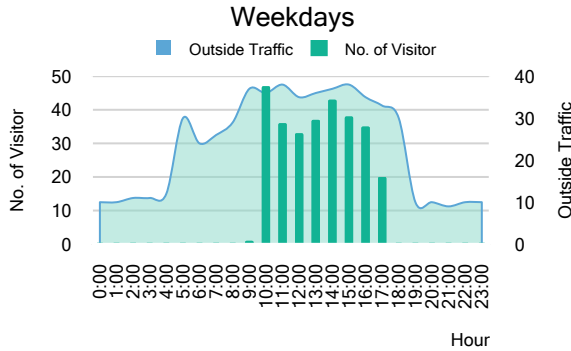
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| Tue | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 7.67% | N/A |
| Wed | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 7.34% | N/A |
| Thu | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 7.97% | N/A |
| Fri | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 9.84% | N/A |
| Sat | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 8.49% | N/A |

* Suggested time based on big data analysis from past 4 weeks and last year's same week and require device(s) online for 24 hours.

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CPL SITE OPENING AND CLOSING TIME ANALYSIS

Report Period: 08/11/2024 - 08/17/2024 (Week 7)



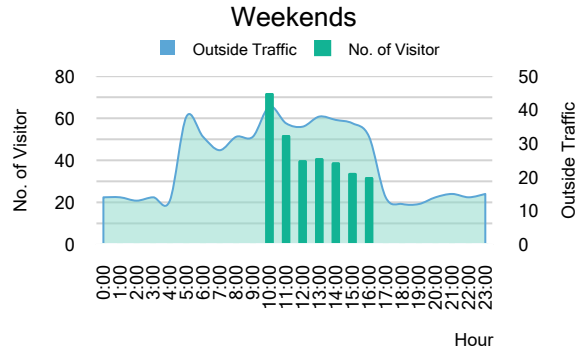
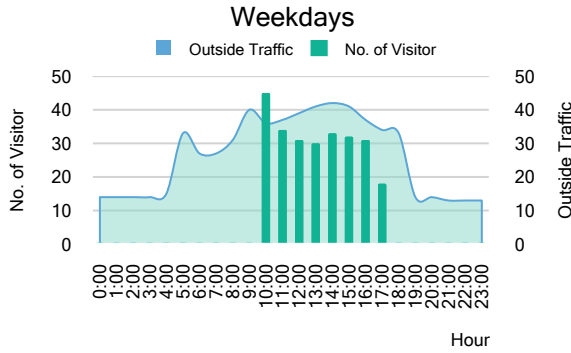
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| Wed | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 7.62% | N/A |
| Thu | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 8.16% | N/A |
| Fri | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 8.15% | N/A |
| Sat | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 8.99% | N/A |

* Suggested time based on big data analysis from past 4 weeks and last year's same week and require device(s) online for 24 hours.

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CPL SITE OPENING AND CLOSING TIME ANALYSIS

Report Period: 09/15/2024 - 09/21/2024 (Week 12)



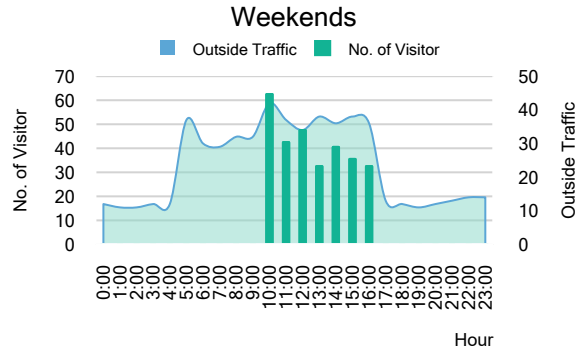
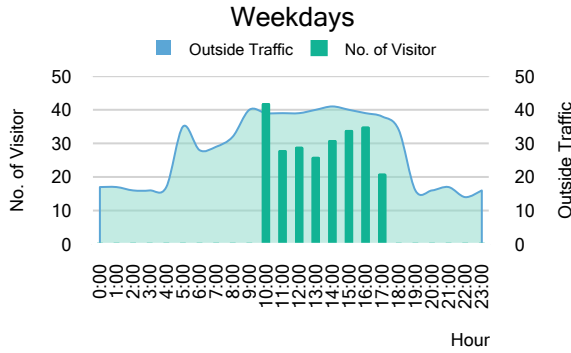
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| Wed | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 7.07% | N/A |
| Thu | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 7.36% | N/A |
| Fri | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 8.08% | N/A |
| Sat | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 7.69% | N/A |

* Suggested time based on big data analysis from past 4 weeks and last year's same week and require device(s) online for 24 hours.

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CPL SITE OPENING AND CLOSING TIME ANALYSIS

Report Period: 10/13/2024 - 10/19/2024 (Week 16)



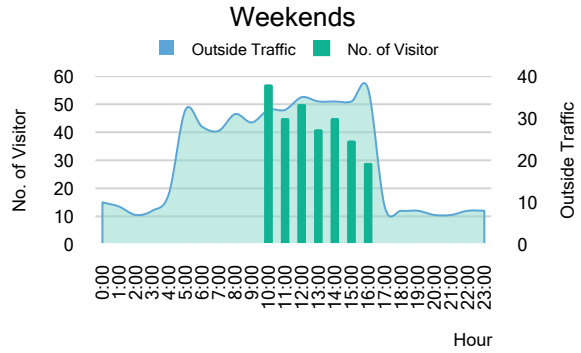
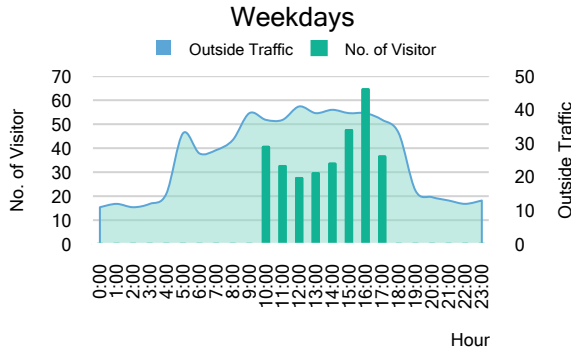
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| Sat | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 8.02% | N/A |

* Suggested time based on big data analysis from past 4 weeks and last year's same week and require device(s) online for 24 hours.

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CPL SITE OPENING AND CLOSING TIME ANALYSIS

Report Period: 11/17/2024 - 11/23/2024 (Week 21)



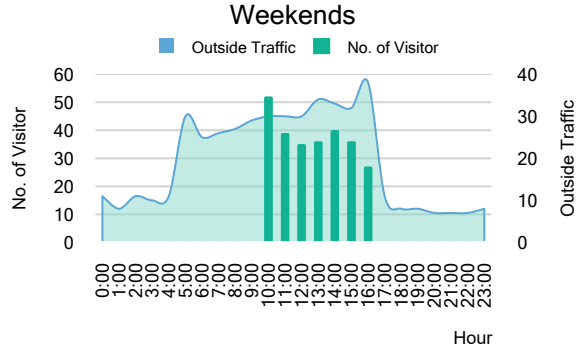
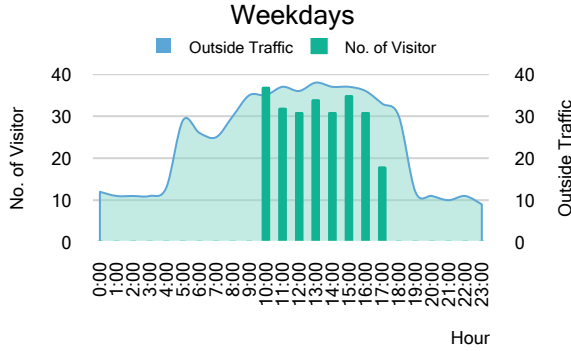
| Day | Opening Time | | Closing Time | | Hour Extended | Expected Increase In Footfall | Expected Saved Labour Hour |
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| Wed | 10:00am | 8:00am | 7:00pm | 7:00pm (Remain) | +2.00h | ▲ 3.58% | N/A |
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* Suggested time based on big data analysis from past 4 weeks and last year's same week and require device(s) online for 24 hours.

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CPL SITE OPENING AND CLOSING TIME ANALYSIS

Report Period: 12/15/2024 - 12/21/2024 (Week 25)



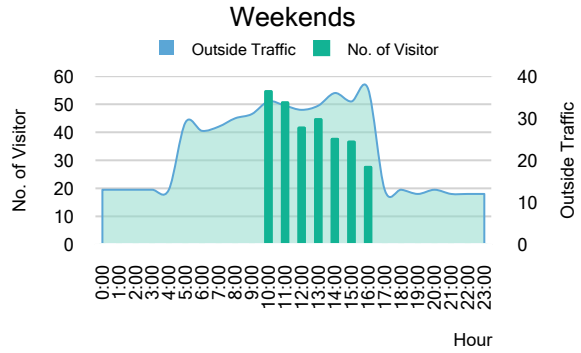
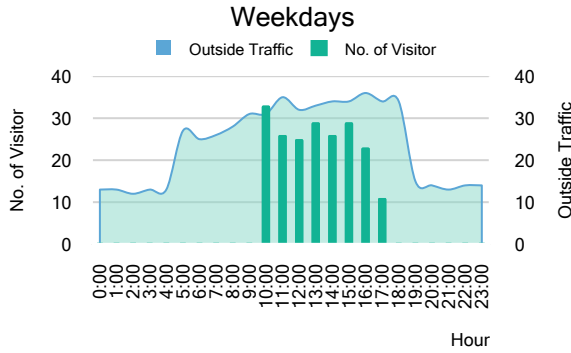
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| Wed | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 7.19% | N/A |
| Thu | 10:00am | 5:00am | 7:00pm | 6:00pm | +4.00h | ▲ 11.08% | N/A |
| Fri | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 7.35% | N/A |
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* Suggested time based on big data analysis from past 4 weeks and last year's same week and require device(s) online for 24 hours.

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CPL SITE OPENING AND CLOSING TIME ANALYSIS

Report Period: 01/05/2025 - 01/11/2025 (Week 28)



| Day | Opening Time | | Closing Time | | Hour Extended | Expected Increase In Footfall | Expected Saved Labour Hour |
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| Tue | 10:00am | 5:00am | 7:00pm | 7:00pm (Remain) | +5.00h | ▲ 8.35% | N/A |
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| Fri | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 8.57% | N/A |
| Sat | 10:00am | 5:00am | 5:00pm | 5:00pm (Remain) | +5.00h | ▲ 8.16% | N/A |

* Suggested time based on big data analysis from past 4 weeks and last year's same week and require device(s) online for 24 hours.

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