



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

January 23, 2024

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

Absent: Scott Sasse (Council Liaison)

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

November 2023 minutes were approved as written. Motion made by Jen, Second by Linda. All in favor. Opposed: None.

Public Comments

Information Reports

Council Liaison Report. NA

Chair Report.

LAB meetings are now on the city calendar for everyone to view.

Canby Herald publicity is going well. There was a recent article on the revived teen Dungeons & Dragons program.

As for the *Cultivating Canby* discussion, some LAB members are still not feeling included on future plannings of the city. Lois proposed we drop the matter for now.

Lois introduced our newly appointed LAB member, Tiffany Mach, who also works with the Friends of the Canby Public Library. She lives in Canby and has children in the Canby school system. Welcome Tiffany!

Finally, Marisa Ely was appointed as the permanent Library Director.

Library District Advisory Committee (LDAC) Report. No update

Library Director Bi-monthly Report. See attachment.

Teen Liaison Report. See attachment.

Luke met with librarians at the high school to talk about establishing a formal process of bringing on a new teen liaison to the LAB since he is graduating this year. LAB members should be thinking about questions to ask potential teen liaison candidates. Applications will be due

March 1st. Questions to think about: What are we looking for in a teen liaison? Do we want a pool of applicants or one applicant the librarians recommend? How can we make this opportunity carry more weight so teens apply? LAB agreed to have the librarians narrow it down to three teen applicants and LAB will interview them. LAB will work on creating a WIFM document (*What's in it for me?*). Luke will continue working on the process with the school librarians and he will bring a draft document to the next LAB meeting.

Friends of the Library Report.

A recent funding request by library staff for Maker Lab items (\$5,000) and a seed library (\$600) was recently approved.

The Canby Reads 2024 program is also being funded by FOL. This year's book is *Klara and the Sun* by Kazuo Ishiguro, and 100 copies will be available on February 14th.

The FOL Annual meeting was held on January 24th.

Discussion Items

Report to City Council.

This will be tabled for now.

Goal Setting & To-Do List.

The City Council will be having a goal setting session in February. Marisa will create a document of the library and LAB's goals that we can share with City Council, and Lois and LAB will review it.

Shifting Library Hours.

Due to a community ask, the library wants to shift open hours in order to stay open a little later Monday through Thursday. A city-wide community survey will hopefully happen in the next few years to get more information on what the community wants and needs, but until then, library staff and LAB have agreed that shifting hours is the best choice for now. Due to staffing and budget constraints, this conversation is about shifting hours, not extending hours. The suggested new hours are Monday through Thursday, 10am-7pm and Friday/Saturday 10am-5pm. Rick made a motion to approve of these new hours. Jen seconded. All in favor. Opposed: None.

Donation Process/Policy.

Kristi came up with a donation policy draft (see attachment). We want to make sure the policy addresses in-kind donations (like paintings etc.). We want to discourage donations with stipulations. If we agree to accept in-kind donations, it must be clear that those items are then

the property of FOL or Foundation to do what they will. For all other items, we can point people to donate to the Kiwanis thrift store.

Action Items

- LAB will work on a WIFM (What's In It For Me?) document for future teen liaisons and Luke will bring a draft of the process document to the next meeting.
- Marisa will create a document of the library and LAB's goals that we can share with City Council, and Lois and LAB will review it.
- Kristi will continue to work on the donation process/policy document.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:37 p.m. The next meeting is scheduled for Tuesday, February 20, 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
February 20, 2024.

**Library Advisory Board
Chair Report
January 2024**

Happy 2024 everyone. I hope all of you had a restful but fun holiday season. I wanted to start out the new calendar year by pointing out all that is going on the Library and how much news coverage we are getting. I will be bringing along the January 3 edition of The Herald Pioneer so people can view this themselves. The main story on the front page is the resurrection of the Dungeons and Dragons group at the Library. The story focused on the new Dungeon Master, Lee Hepler, and his role in helping Karen Batridge (our teen Librarian) to get the Dungeons and Dragons going again in the Library. This used to happen in the evenings but we lost it when Covid shut down the Library.

On the second page of the newspaper is a section called Area Events & Activities. In this edition of the paper, these events are mentioned: Bulb giveaway, Minecraft gaming, Tech Talk programs coming to the Library, the Winter Reading Challenge, Free books for youth giveaway, the monthly Library book group meeting as well as the D&D campaigns.

The front page also has an article about the Canby Garden Club and their new project which is a focus on native plants. The Garden Club meets at the Library

For those of you who don't subscribe to The Herald Pioneer, the Library keeps copies at the Service Desk.

For those of you who prefer to get your news on-line, the Library has a very robust website and a Facebook page, as do the Friends of the Library. I believe the Library is also on Instagram and TikTok but I don't use Instagram much and do not use TikTok. I will let Marisa correct me on this.

I will confess that I laid around and did a lot of reading over the holidays but I am back at it and working on our presentation to City Council.








The best news for last – introducing our new Library Advisory Board member, Tiffany Mach.



City of Canby Bi-Monthly Report
Department: Library
For Months of: November & December 2023

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 1/9/2024

Usage Metrics Overview

 <div> CANBY PUBLIC LIBRARY NOV/DEC '23 SNAPSHOT </div>	
Items added to the collection - 947 	Items checked in 40,018
Holds filled 8,095	 New cards 222
Digital checkouts 7,312 	Room reservations 174
Physical checkouts 38,516	 Adult events - 16 Participants - 189
Customer interactions - 1,700 	Children's events - 46 Participants - 1,119
Visitors 15,124	 Teen events - 6 Participants - 42

Staff

- The library hired two new on-call library assistants, Mike and Maria. They will start in January.
- Library staff celebrated a year of challenges and triumphs at our holiday staff meeting in December, and we just wanted to say *thank you* to Mayor Hodson, City Council, all Canby city staff, our volunteers, and our patrons. We couldn't have done any of what we do without you!



[Pictured: The small, but mighty, library team!]

Spaces

- We recently combined our Accounts Desk and Information Desk into the "Public Services Desk" to better serve our patrons at one location. Patrons can get help from a library staff member on either side of the desk, which is conveniently located in the center of the library. Any and all questions about books, printing, library accounts, and more can be answered at our central desk.



[Pictured: The new combined Public Services Desk]

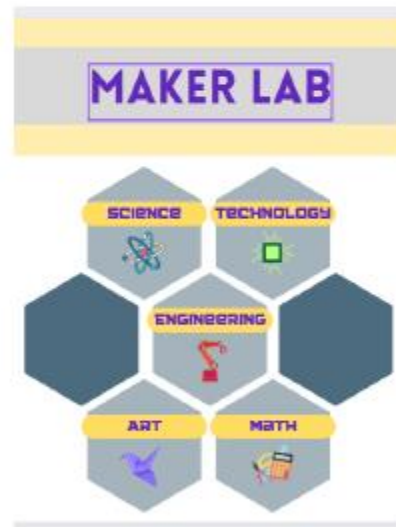
- Both the Children's World Language and Holiday books were moved to their own unit between the Juvenile DVDs/Blu-rays and Early Reader collections.



[Pictured: (Left) Children's World Language & Holiday books in their new location; (Right) World Language collection]

General News

- Marisa Ely, Library Director, and Phillip Yocham, Children's Librarian, joined by Amber Quinn, Library Manager, presented at the Kiwanis Foundation lunch on December 11th. Marisa gave an overview of what the library has been doing the past year, in addition to providing a picture of our future vision for the library. Phillip presented on his idea to turn the Makerspace room (in the back of the library) into a "Maker Lab" for Canby youth. Phillip provided the Kiwanis Foundation with a request to help fund this new Science, Technology, Engineering, Art, & Mathematics programming, which is what the Maker Lab is all about!



Collections

- Our New Juvenile Fiction, Nonfiction, and Comic books moved to the beginning of their collection areas to draw attention to those collections, in addition to drawing attention to our new Young Teen area!



[Pictured: New Juvenile Comics in their new location]



[Pictured: New Juvenile Fiction & Nonfiction in their new locations]

- Children's audiobooks were relocated to their own shelving unit near the Juvenile Comics. And OBOB (Oregon Battle of the Books) books were relocated near the Juvenile Fiction collection to draw attention to the collections around the OBOB books.



[Pictured: Children's audiobooks in their new location]



[Pictured: OBOB books in their new location]

○ Programming:

Age Group	Program/Event
Children	Paws for Reading
	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Dance Party
	Maker Lab
	Minecraft Club
	Holiday Crafting Workshops
	Day of the Dead Events
	Totals: 46 events / 1,119 participants
Teen	Dungeons & Dragons
	Young Teen Crafting
	Totals: 6 events / 42 participants
Adult	Book Club
	Knit & Stitch Group
	WWII History Presentation: Aztec Eagles
	Fused Glass Ornament Making
	Author Visit: Kimila Kay
	Holiday Wreath & Swag Making Crafts
	Music in the Stacks
	Totals: 16 events / 189 participants



Upcoming Events & News

- **Tech Talk Tuesday** events: 10:30-11:30am
 - *Libby Mobile App*: 1/9/24
 - *LINCC Websites* (online catalog, Cultural Pass Express etc.): 1/23/24
 - *Gmail Basics*: 2/6/24
 - *Google Docs*: 2/20/23
- **Young Teen Crafts** (ages 10-14): 2nd Tuesday of each month, from 4-5:30pm
- *Bayocean: the Resort that Fell into the Sea*, presented by Jerry Sutherland: 2/3/24 at 3pm
- *Music in the Stacks* comedy performance by Mark & Helena Greathouse and 2024 Canby Reads book giveaway of *Klara and the Sun* by Kazuo Ishiguro begins: 2/14/24

TECH TALKS
January 9th & 23rd
February 6th & 20th
10:30am - 11:30am
In the Magnolia Room

- LIBBY MOBILE APP**
Visit the Libby app and start enjoying digital content today.
- LINCC WEBSITES**
Tuesday, January 23rd
Search the online catalog, get cultural passes, and explore the full suite of online information available through LINCC.
- GMAIL BASICS**
Tuesday, February 6th
Get up to speed on Gmail email accounts, send, receive, manage & download.
- GOOGLE DOCS**
Tuesday, February 20th
Learn how to create a document, add format, and share with others.

REGISTER BY CALLING 503-266-3394

Canby LINCC

- The LINCC Teen Art Contest is under way. A Canby teen has not won 1st place yet, but we have placed several different years in the past, in addition to receiving honorable mentions every year!
- The library now has a Large Print keyboard available for in-library use.



- The library's Winter Reading Program, for all ages, began on December 2nd. Each participant can complete the Bingo card and Reading challenges to be entered into a prize drawing! All finishers receive a \$5 fine voucher! The last day to turn in completed Bingo cards is February 29th. And to promote the program, the Canby High School Art Club painted a beautiful winter mural on the outside of the Children's Storygarden window.



- After many patrons asked where the old map of Canby went during the move from the old library building to the new library building (where the map was originally located), the map was found! The old Canby map is now hanging up in the new library building, near the Oregon Heritage collection. Patrons enjoy trying to locate their home and other familiar spots on the map. (A huge thank you to Public Works staff for allowing us to reunite with the beloved map and for putting it up too. Library staff and patrons appreciate it!)



Library Board Teen Member

The Ideal Candidate

- Be a sophomore or junior in High School
- Be able to take initiative
- Be a library user

Responsibilities

- Attend meetings of the Library Board
- Be aware of programming schedules for teens at the library
- Meet regularly with the teen librarian
- Advertise library activities at the high school
- Inform the Library Board and the teen librarian about activities at the high school

Applications should be made to the high school librarian by March 1. On their approval, candidate must complete the city application before appointment.

Canby Public Library Donation Policy

Draft:

Many people wish to make donations to the Library, whether they be cash, check, books, or other materials. While **donations are not taken at the Library itself by staff**, the Friends of the Canby City Public Library manage donations of books, DVDs, CDs, and Magazines. The Canby Public Library Foundation manages financial resources for the Canby Public Library. Donors are encouraged to reach out to either the Friends, or the Foundation to inquire or complete a donation to the Canby Public Library.

The [Friends of the Canby Public Library](#) is an independent 501(c)(3) organization that directly supports cultural and educational programs, and promotes the growth and improvement of the quality of service at the Canby Public Library. For additional information, contact the Friends of the Canby Public Library.

The [Canby Public Library Foundation](#) is an independent organization dedicated to developing financial resources in support of the Canby Public Library. Financial support from the Foundation provides funds for special projects and programs to enhance library services.