



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

March 19, 2024

Present: Lois Brooks (Chair), Jen Kraxberger, Tiffany Mach, Rick Maier, Aimee Noss, Kristi Smith, Marisa Ely (Library Director).

Absent: Linda Warwick, Scott Sasse (Council Liaison), Luke Viter (High School Liaison)

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

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

Public Comments. None.

Information Reports

Council Liaison Report. None.

Chair Report. (attached)

Donation Process/Policy. What should we do with the donation policy? Do we want a leaner policy or a more robust policy with more information included? The board agreed that including contact information and hyperlinks for the Friends of the Library (for books and audiovisual donations), the Foundation (for monetary donations), and Canby Kiwanis Club and Thrift Store (for other items) on the library website is important, but we need to reach out to these groups to ensure they are okay with this. The board also agreed that having a handout with the policy and contact information for library staff to hand out will be important. Lois will rewrite the policy with the edit suggestions above.

The board also discussed the possibility of putting on an annual art sale to raise money for the library and programming. The Friends of the Library would be the best group to put this event on. Our new teen liaison could also connect us to the art students at Canby High School for more art pieces to include in the art sale.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report. (attached)

Teen Liaison Report. (attached)

Friends of the Library Report.

Patti, the bookstore manager, will be out for a while.

February bookstore sales were very strong!

Discussion Items

State of the Library Report to City Council.

Linda, Rick, and Kristi will meet to continue working on this. The board thinks Luke and Kristi are the best board representatives to present this report at a future City Council meeting. Marisa will work with the City Recorder to find a date for this presentation in late April or May.

Teen Liaison Application Procedure. (attached)

Action Items

- Lois will rewrite the donation policy with the edit suggestions discussed.
- Marisa will work with the City Recorder to find a date for the State of the Library presentation to City Council.
- Linda will communicate with her school library contact for an update on the new Teen Liaison.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:33 p.m. The next meeting is scheduled for Tuesday, April 16, 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 April 16, 2024.

**Library Advisory Board
Chair Report
March 2024**

Happy almost spring everyone.

Two items from me. First, I have spent some time thinking about the Library donation policy and went back and thought about my best experiences asking for help/information at the Library. You know the saying, when you don't know, ask a librarian. Before she left us, my favorite librarian to ask for help was Lizzie Figueroa. When I asked Lizzie for help, she always gave me more than I asked for and I walked away feeling very empowered. So I tried to re-create that feeling with a revised/draft version of the Library donation policy. And since I normally write and prefer leaner and more austere policies, it took me a while. And that is what I would like to discuss in this meeting – do we want a leaner, more austere policy or a more “give people lots of info” type of policy? I will admit to having mixed feelings about both and feel it is worth a discussion. Please come prepared to do so.

My second discussion point is the message to the City Council. I have re-written it so that there are “descriptions” of each section. I don't think we need to spend much time on the introductions etc. but on the “meat” of the presentation”. We had originally talked about both Luke and Kristi making a comment but does everyone feel that is necessary or important? If you want to re-write parts of this speech, please feel free to do so.

Canby Public Library Donation Policy – expanded version

The Canby Public Library is a community library and relies on donations from the community to fund some of its activities and special projects. The Library Staff does not accept donations directly from the community but relies on the Friends of the Canby Library and the Canby Library Foundation, both 501(c)3 organizations, to accept donations and then funnel all of the proceeds to the library. Below is information on how to donate.

The Friends of the Canby Public Library

In addition to annual membership dues which go directly to the Library, the Friends accepts donations of money as well as books, CDs, DVDs and magazines. These are then sold to raise money for the Canby Library, specifically for cultural and educational programs as well as promoting the growth and the quality of service of the Library. Donations bins for books etc. are located inside the Library doors on the right hand side. For larger donations, please call the Library and we will connect you with someone from the Friends to arrange the drop off of a larger donation. Please see the Friends page to see the list of items that are desired and those that are not accepted.

The Canby Public Library Foundation is an independent organization dedicated to developing financial resources in support of the longer terms goals of the Library, including special projects and programs to enhance library services. Donations to the Foundation must be made via check or cash or through the support of specific events they host. For information on how to donate to the Foundation, please (need info here).

Other important donation information

The Library and the Friends do not accept gifts other than those listed. If you have items that you believe have some value, please consider donating these to the Canby Kiwanis as they regularly provide financial support to the Library. Also, the Friends do accept some antique and classic books in good condition as those can be sold through Retro Revival, who return all the profits, minus shipping and handling, back to the Friends.

Teen Liaison March 2024 Report

Hello, all! First off, my apologies for yet another absence this year. I had hoped to be present for all meetings throughout the remainder of my time on the board, but an obligation to my theater troupe at Canby High arose that I would be remiss to skip.

As for what pertains to the board, I do not yet have an update on my successor. Three applications were picked up from the CHS school librarians; to the best of my knowledge, however, none have been returned. Once a new candidate arises I will email Lois (and others who would like to be informed, just let me know!) to begin the process of working them onto the board.

On March 2nd I met with the teen librarian Karen Batridge and the children's librarian Phillip Yocham to discuss strategies for generating new teen volunteers at the library. Some of the objectives we discussed include: hanging fliers around CHS, setting up a display in the CHS library, airing a segment on CHS student news (known as CTV, or Canby TV), and having Phillip potentially come onto campus during lunch to recruit in person. These items are still works in progress but give me hope that recruitment will be successful!

I look forward to seeing you all again in April!








-Luke Viter



City of Canby Bi-Monthly Report
Department: Library
For Months of: January & February 2024

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 3/12/2024

Usage Metrics Overview

		<h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <p style="text-align: center;">JAN/FEB '24 SNAPSHOT</p>	
Items added to the collection - 1,240 	Items checked in 40,790	Holds filled 9,379	 New cards 253
Digital checkouts 8,039 	Room reservations 224	Physical checkouts 40,856	 Adult events - 15 Participants - 160
Customer interactions - 1,832 	Children's events - 51 Participants - 1,187	Visitors 15,593	 Teen events - 7 Participants - 72

Staff

- Our library intern, Ember, who was previously a volunteer with the library, started in January. She will be working with us, learning about the library and helping out, through May. This internship is a part of her [Masters](#) in Library Science program and we are lucky to have her!
- We began our hiring process for a *Librarian, Collection Development and Volunteer Coordinator*, and a *Library Assistant II, Adult Programming*. We hope to have those positions filled in March and April.

Spaces

- As we continue to make changes in and around the library that will lead to better and easier access for patrons and staff, we rearranged and rotated the Lucky Day and New shelving units. From the library entrance, patrons will be confronted by a long row of Lucky Day items (popular new titles with long waits), starting with Fiction, then DVDs, Blu-rays, and ending with Nonfiction. On the back side of the Lucky Day shelving units, you will find New Large Print books, New Audiobooks, and then the beginning of New Fiction. The goal with this rearranging is to allow for a better line of site to the holds area for staff and to [also better highlight these newer collections](#) for patrons.



Collections

- The Adult Graphic Novel and Paperback collections now have displays near those collections.



Programming

Age Group	Program/Event
Children	Paws for Reading
	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Dance Party
	Maker Lab (<i>pictured →</i>)
	Minecraft Club
	NEW: Baby & Toddler Storytime
	SPECIAL EVENT: Goat Storytime
	Outreach Storytime
Totals: 51 events / 1,187 participants	
Teen	Dungeons & Dragons
	Young Teen Crafting
Totals: 7 events / 72 participants	
Adult	Book Club
	Knit & Stitch Group
	Bayocean : The Oregon Resort That Fell <u>Into</u> the Sea (<i>pictured →</i>)
	Make a Terrarium
	Music in the Stacks
	Tech Talk Tuesdays: 4 classes
Totals: 15 events / 160 participants	



General News

- o The all-ages Winter Reading Challenge ended on February 29th!
- o Goat Storytime on January 19th was a huge hit! We had 4 well-socialized Nigerian dwarf goats provided by *Goat It Solutions* in the library and patrons of all ages enjoyed spending time with them.
- o Brandon Leonard, Canby PD's Behavioral Health Specialist, will be at the library on Thursdays to help connect our community to needed resources. On the 1st and 3rd (and 5th in those longer months) Thursdays, he will be here from 10-11am, and on the 2nd and 4th Thursdays, he will be here from 5-6pm. As of now, no appointments are needed as this will be on a drop-in basis. Brandon will have the Lilac Room in the library reserved so these conversations can be private. We are so lucky to have Brandon on our team!



- o Handheld and rolling baskets are now available for in-library use.



- o "Fun Shirt Friday" started! Every Friday, patrons (and staff) are encouraged to wear a fun shirt (must be appropriate!) to the library, and they can show a staff member at the Public Services Desk for a ticket to be entered into a monthly drawing for fun prizes.



Upcoming Events & News

- Our new library open hours began on March 4th!
- The *Canby Reads* Community Book Discussion will take place on Thursday, March 14, 2024 at 2:00pm. There

are free copies of 2024's chosen book, *Klara and the Sun* by Kazuo Ishiguro, at the library and several businesses around town while supplies last.



- Our "Seed Library," which collects and stores seeds and shares them with the community for free, will go live in the next two months. Canby is the perfect community to start a seed library!

Library Advisory Board Teen Liaison Application Policy

The Ideal Candidate:

- Is a Freshman or Sophomore at Canby High School
- Is able to take initiative
- Is a library user

Responsibilities Include:

- Attending the meetings of the Library Advisory Board
- Being aware of the teen programming schedule at the Canby Library
- Meeting regularly with the teen librarian at the Canby Library
- Promoting the events of the Canby Library activities at Canby High School
- Informing the Library Advisory Board about information relevant to teenagers and current events at Canby High School

Benefits of this Position can Include:

- A letter of recommendation from the Canby Library Director for college
- Receiving volunteer hours for attending Library Advisory Board meetings
- Learning to operate in a formal group not made up of peers
- Experiencing government processes firsthand

Applications should be submitted to the Canby High School librarians by March 1st of the outgoing Teen Liaison's graduation year, or as otherwise needed in the case that the Teen Liaison leaves the Advisory Board before graduation. The current Teen Liaison should work with the High School librarians to devise a relevant application, from which the High School librarians will select up to three candidates to be interviewed by a committee of Advisory Board members.

Once the Advisory Board committee has interviewed all potential Teen Liaison candidates and discussed the candidates with the remainder of the Advisory Board, a final decision will be made. Upon approval, the new Teen Liaison will complete the City of Canby application before joining the Board.