



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

January 20, 2026

Present: Aimee Noss (Chair), Tiffany Mach, Zoe Myers, Jen Kraxberger, Kristi Smith, Zoe Myers, Paul Waterman (Council Liaison), Linnea Stormo (Teen Liaison), Amber Quinn (Library Manager), and Marisa Ely (Library Director).

Absent: Lois Brooks.

The meeting was called to order at 6:00 p.m. by Aimee Noss, Chair.

November 2025 minutes were approved as written. Motion made by Linda, Second by Zoe. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report.

The City's mid-year budget review is coming up on February 4th. Attend or watch if you can.

Chair Report. None.

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

See attachment.

The self-checks delivery has been pushed back to April/May.

The Directors Group will be discussing the possibility and impact of autorenewals.

LINCC will be participating in *One Book, One Coast*, which is like a Community Reads program for the entire West Coast. The chosen book is George Takei's, "They Called Us Enemy" and the program will take place between March and May of this year. Because several LINCC libraries put on their own *Community Reads* programs, including Canby, LINCC libraries will be participating if they can, in ways they can. For example, some libraries will purchase extra

copies of the book, while others will put out displays or create a related program. The *One Book, One Coast* committee is also looking into getting an unlimited license for the book on Libby for a period of time.

Teen Liaison Report.

Canby High School is expecting more budget reductions for next school year.

Last Tuesday, there was a walkout to raise awareness and give a voice to victims and survivors of sexual assault. The school is partnering with Clackamas Women's Services on resources for students.

Friends of the Library Report.

There is a new Friends board, and a new committee running the bookstore now. Some volunteers have struggled with the changes.

There will be a big book sale coming soon.

Discussion Items

LDAC Annual Progress Reports.

The board went over three annual progress reports for FY 21-22, FY 22-23, and FY 23-24 before being submitted to LDAC. These reports are mandatory as written in the Library District IGA:

2.3 Cooperation and Reporting.

Each Library City will cooperate to the maximum extent practicable with other participating Cities to form standardized rules, procedures, and programs that affect the District and the provision of library services in Clackamas County as a whole. Each Library City will provide the District with (i) copies of its annual report to the State of Oregon regarding the provision of library services, (ii) a report on its efforts to meet OLA Threshold Standards as defined on Attachment C, and (iii) any supplemental reports that the District through both the District Advisory Committee and the District Board may require.

The board had questions and concerns about the increases in allocated costs each year (ie. Internal Charge-Facilities, Internal Charge-Tech Services, O/H to General Fund for things like HR, legal, finance, etc.).

Internal Charge-Facilities:

FY 21-22: \$64,013

FY 22-23: \$91,410

FY 23-24: \$83,775

FY 24-25: \$115,858 (for reference, will be on future progress report)

FY 25-26 (budgeted): \$106,946 (for reference, will be on future progress report)

Internal Charge-Tech Services:

FY 21-22: \$23,798

FY 22-23: \$65,420

FY 23-24: \$40,231

FY 24-25: \$52,700 (for reference, will be on future progress report)

FY 25-26 (budgeted): \$84,000 (for reference, will be on future progress report)

*Keep in mind that the library has two separate charges for tech services. The first is the Internal Charge-Tech Services (for staff computers and tech) from the City of Canby. The second is for LINCC Tech Services (for patron computers and tech).

O/H to General Fund:

FY 21-22: \$172,409

FY 22-23: \$204,980

FY 23-24: \$193,407

FY 24-25: \$233,246 (for reference, will be on future progress report)

FY 25-26 (budgeted): \$177,855 (for reference, will be on future progress report)

If LAB members are interested, they should attend the mid-year budget review on February 4th and the budget committee meetings in May to talk about these increases and other issues. It's important for the Canby community to learn about the budget issues the library is facing and to communicate with the budget committee and/or City Councilors.

Libraries are doing more than they ever have before. For example, the library has a Seed Library, a Library of Things collection, a new Maker Lab, and grant-funded Career Center. LAB members discussed how to communicate urgency when library patrons don't feel it because

staff are doing a lot with the resources they have. How can the library impact the community? What does the community want that the library can't do to meet their needs? Perhaps folks can post more information on social media, like a screenshot of wait times or holds lists to show the community that the library needs more funding in many operational areas.

Marisa will work on a list of what would happen if the library's General Fund contribution was cut by \$50,000-100,000.

Joint Meeting Planning.

Meeting Date/Time: Monday, February 2, 2026, from 6:00–7:30 p.m.

Location: Council Chambers

DRAFT Agenda:

- Brief 5–10 minute presentation from each group/organization, including introductions, an overview of the group's work and support for the library, future goals, and any current issues
- Each group/organization will prepare a few basic slides that we can have up on the screens in Council Chambers. Marisa will complete the slides for LAB.
 - Slide 1 - Title Slide with Group/Organization Name
 - Slide 2 - Introduction of Group/Organization Members
 - Slide 3 - Overview of Group/Organization's Work & How It Supports the Library
 - Slide 4 - Current Issues
 - Slide 5 - Future Goals
- 5–10 minutes of questions/discussion following each presentation
- Group discussion on how our support organizations can collaborate to strengthen the library and one another
- Social time

Future Discussion Topics.

Marisa reminded LAB members to fill out the short survey on future discussion topic priorities by January 23rd.

Action Items

- LAB members will fill out the Future Discussion Topics survey by January 23rd.
- Marisa will complete the LAB slides for the Joint Meeting on February 2nd.
- Marisa will work on a list of what would happen if the library's General Fund contribution was cut by \$50,000-100,000.
- Future meeting discussion and tasks:
 - OLA Threshold Standards Review (February)
 - LAB Duties and Powers
 - 4/9/25 Ethics Training
 - **The training is about 2.5 hours and can be viewed [here](#).
 - Civic Engagement Academy Presentation
 - Review *Handbook for Public Library Board Members*

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 7:00 p.m. The next meeting is scheduled for Tuesday, February 17, 2026, at 6:00 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 17, 2025.



City of Canby Bi-Monthly Report
Department: Library
For Months of: November & December 2025

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Randy Ealy, Interim City Administrator
 Date: 1/13/2026

2025 Council Goals & Objectives:

Promote Financial Stability: *Develop a Plan to Fund Current and Expanded Library Services*

Statistics

		<h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <p style="text-align: center;">NOV/DEC '25 SNAPSHOT</p>	
Items added to the collection - 1,244		Room reservations	223
Holds filled	8,109		New cards 184
Checkouts 	Digital: 10,135 Physical: 40,315	General, Self-Directed & Outreach: 31 events - 985 participants	
Items checked in	39,796		Adult events - 18 Participants - 86
Reference interactions - 2,867		Children's events - 19 Participants - 438	
Visitors	14,927		Teen events - 8 Participants - 39

Department Activities:

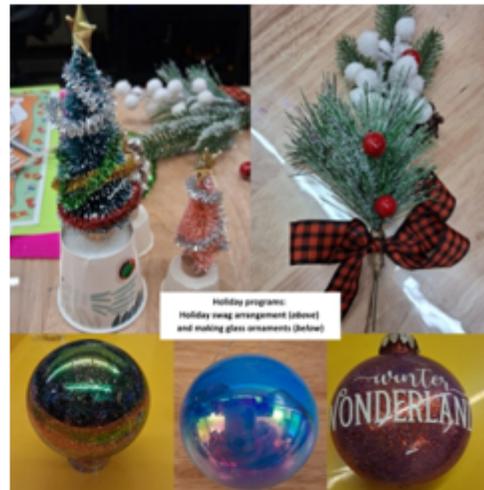
- Grant-funded *Career Center* stats:

Computer sessions:	Free pages printed:	Free supplies used:	Users who found success:
15	327	9	12

- Thanks to the *American Library Association's Accessibility Grant*, we are improving accessibility for our community members with low/no vision or mobility issues. You can now see collection signage in large print all around the library via *Canby Graphics* (pictured right)!



- Our new *Library of Things* display has boosted circulation with 42 item checkouts (pictured below)!



- Upcoming events:
 - *Career Center* 1-on-1 coaching, January 14th and 28th from 11am-1pm
 - *Maker Lab*:
 - **Meet the Robots**, January 17th from 11am-2pm
 - **Canvas Painting with Audra**, January 28, 2026 – Session 1 from 4:00-5:15pm & Session 2 from 5:30-6:45pm
 - **Easy Edible Native Plants**, January 24, 2026 at 1:00pm
 - **Teen Escape Room**, January 24, 2026 from 12-2:00pm
 - **The G.O.A.T. Goat Storytime**, January 30, 2026 from 10:30am-12:00pm