CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

February 17, 2026

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

Absent: Zoe Myers.

The meeting was called to order at 6:01 p.m. by Aimee Noss, Chair.

January 2026 minutes were approved as written. Motion made by Linda, Second by Lois. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report.

The City's Mid-Year Budget Review took place on February 4th. The overall General Fund budget does not look bad, but the forecast over the next few years is what we need to be paying attention to. The Budget Committee meetings are coming up in May, where we will learn more.

Chair Report. None.

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

Thank you for attending the Joint Meeting on February 2nd! Some information items already went out to your emails, but stay tuned for the meeting notes and budget season talking points coming soon.

Upcoming dates to remember:

- o 2/28/26, All-Ages Volunteer Day from 8-10am

- 2/28/26, Storypalooza + Read Across America Celebration with Canby Kiwanis from 10:30am-12:30pm

- 3/7/26, Children's Author Event with Canby native Carrie Wales Tillotson

- 4/1/26, National Library Week Proclamation

- Budget Committee Meetings:

  - 5/14/25 - Meeting #1
  - 5/21/26 - Meeting #2
  - 5/28/25 - Meeting #3

- 6/4/26, First Thursday + Library Open House + Summer Reading Program Kickoff + Touch-A-Truck Event

Teen Liaison Report.

The School District is discussing the possibility of additional budget cuts, which could result in reducing operations to four-day weeks or not operating for the full calendar year.

Friends of the Library Report. None.

Discussion Items

OLA/PLD Standards.

The *Oregon Library Association* sets *essential* standards to make sure every resident has fair, reliable access to information, technology, and programs. Think of them as a health checklist for public libraries. Every library should strive to fully meet the *essential* standards as a baseline for equitable service. The *Canby Public Library* is doing strong work—but we're being asked to do more with less. Right now, we meet 87.5% of those *essential* standards, which means we're close—but not fully there.

Our top priorities to close that gap are expanding access to digital materials, reopening Sundays, hiring a bilingual staff member, and building real outreach capacity. Those improvements require sustainable staffing and City investment—not volunteers or fundraising. An investment in the library is an investment in Canby's economic growth, educational success, and opportunities for all.

LAB members discussed several related documents: The [2021 OLA/PLD Standards](#), the Canby Public Library's score report of the standards (see attachment), and the improvement plan (see attachment) to start addressing unmet *essential* standards. These standards must be reviewed by LAB annually in order to satisfy the requirement in the IGA (Intergovernmental Agreement) for the Library District and LDAC (Library District Advisory Committee).

LAB member discussion comments and questions:

- The Library Director will clearly communicate to the Budget Committee which *Essential* Oregon Library Association (OLA) Standards are currently unmet at the Canby Public Library.
- The group discussed identifying the specific funding levels required to meet these *Essential* Standards and better serve the community.
- Library Advisory Board (LAB) members expressed their interest in supporting and strengthening this communication with the Budget Committee.
- The Board reviewed an unmet standard related to analyzing the City's social and economic conditions. While some related work is being conducted by the City and local organizations, it was recommended that the Library Director request and compile updated demographic data from the most recent Housing Needs Analysis (Planning Department), the City's Transportation Plan, the Chamber of Commerce, and the School District to ensure the library has comprehensive and current data.
- The Board also discussed an improvement plan action item to post Board contact information on the library's website. Due to privacy concerns about sharing personal contact details, the creation of a shared LAB email address was proposed. A motion to establish a LAB email address was made by Jen and seconded by Linda. Library Director will follow up with City Administration regarding next steps and any applicable legal requirements related to this communication method.

Future Discussion Topics.

The Library Director apologized to LAB members for the volume of catch-up work required in recent meetings, particularly regarding overdue discussion topics. Under normal circumstances, there is more opportunity for LAB members to propose and shape monthly agenda items. However, agendas have been unusually full due to several mandatory annual discussion items that had not been addressed for multiple years. With the Board now nearly fully caught up, LAB members expressed interest in shifting focus to the "parking lot" list of future discussion topics.

LAB suggestions for future meetings and discussion topics:

- Library Director will develop an annual calendar outlining recurring and mandatory trainings, as well as key discussion topics, to ensure consistent planning and compliance.
- A priority identified by the Board is strengthening Library Advisory Board (LAB) training so members clearly understand their roles and can engage more actively. This aligns with OLA Standard 1.1.3, which emphasizes that the community must be confident its library is overseen by responsible public officials and staff. The *Essential* Standard specifies that board and staff must be adequately trained in relevant laws governing public officials, including government ethics, public records, public meetings, and

contracting. Library Director will share information about upcoming and relevant training opportunities.

- Lois asked for time limits to be reflected on the agenda for each topic.
- LAB members expressed that including clear action items, desired outcomes, and assigned responsibilities on meeting agendas would improve accountability and clarity. The goal is for the Library Director to outline specific tasks or "homework" to be completed prior to the next meeting, helping distribute responsibilities more evenly. While LAB members requested additional assignments to support the Director, it was noted that participation in completing past assignments has been limited.

Action Items

- Library Director will consult with City Administration to determine next steps and clarify any legal requirements related to establishing a shared LAB email address.
- Library Director will develop an annual calendar outlining recurring mandatory trainings and key discussion topics.
- Library Director will distribute information regarding relevant training opportunities to Board members.
- Library Director will incorporate clear action items, desired outcomes, assigned responsibilities, and topic time limits into meeting agendas to ensure clarity on next steps and task ownership following discussions.
- Future meeting discussion and tasks:
  - LAB Duties and Powers
  - 4/9/25 Ethics Training
    - **The training is about 2.5 hours and can be viewed here.
  - Review *Handbook for Public Library Board Members*

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:57 p.m. The next meeting is scheduled for Tuesday, March 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 MARCH 17, 2026.

Submitted by: Marisa Ely, Library Director

Background

The full Standards are available at http://www.olaweb.org/pld-standards

Who developed this tool?

The Oregon Library Association (OLA), which is the professional association for all libraries in Oregon, the Public Library Division (PLD) of OLA, OLA leadership, and the State Library of Oregon developed these standards using established best practices and research from throughout the profession. National assessments such as Edge Initiative and Project Outcome, and other statewide standards for public libraries are reflected in the PLD Standards.

What do we do with this information?

The Standards are a tool to help library stakeholders assess best practices, understand the library's current status, define future goals, and plan next steps. They should be considered alongside the library's Strategic Plan and community and city priorities when identifying areas for improvement. Because indicators evolve over time, the Standards should be viewed as a flexible, evolving guide rather than a static checklist.

How are the PLD Standards organized?

As a precursor to the Standards, there are 11 minimum legal requirements for public libraries in Oregon. Next, there are seven sections (Governance, Staff, Materials, Services and Programs, Technology, Community Engagement and Advocacy, and Facilities). Each section has sub-categories. These are what we are calling the Standards; there are 19 Standards, which are still rather broadly stated.

The Standards are broken down further into 52 total indicators, and from there into 319 attributes. The attributes under each indicator are grouped into "essential", "enhanced" and "exemplary" levels.

- *Essential*: the basic level; library programs, services, and other aspects are adequate to meet the needs of its community.

- *Enhanced*: this level recognizes programs, services, and other aspects of a public library that stand out compared to their peers.

- *Exemplary*: this level recognizes public libraries for being state and national leaders.

Every library should strive to meet most, if not all, the *Essential* attributes for each Indicator for each Standard.

How are the PLD Standards scored?

Scores for Canby Public Library were calculated by assigning one point per attribute to illustrate strengths, weaknesses, and growth opportunities. While some of the Standard's attributes are easily measured, others are more subjective.

Scoring Summary

Canby Public Library scores for 2025:

- Meeting 100% of the minimum requirements for a public library in Oregon

- We are meeting 242 of the total 319 attributes scored, which is about 76%

- 25 of the 52 indicators are being met at 90% and higher

- Percentage of indicators we are meeting:

o Essential—87.5%

o Enhanced—66%

o Exemplary—67%

- Overall score of 76% for the PLD Standards

Scoring

Below are scores at the indicator level. The attributes are scored in the full PLD Standards document. See Library Director for more information.

*__Note__: No partial scores are given for partial completion or in-process plans. This is to maintain clarity and objectivity in scoring and to make gaps and priorities more visible for future strategic planning and resource allocation.

- Scores of 90-100% are in green.

- Scores of 51-89% are in yellow.

- Scores of 0-50% are in red.

Section	Standards	Indicators	Total %
1.1.1	Governance Standards—Services & Leadership	The community has access to a legally established public library.	100%
1.1.2	Governance Standards—Services & Leadership	Community members can safely exercise their intellectual freedom rights in the library, as granted to them by the Bill of Rights to the U.S. Constitution and Article I of the Oregon Constitution.	100%
1.1.3	Governance Standards—Services & Leadership	The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards.	60%
1.1.4	Governance Standards—Services & Leadership	The community is informed about the library board's actions and community members' perspectives are considered in the decision-making process.	83%
1.1.5	Governance Standards—Services & Leadership	The community informed about the role of the library and its plans for the future.	50%
1.2.1	Governance Standards—Policies & Procedures	The public and staff go about their library business using established, easy-to-understand rules as outlined in policies approved by a governing board.	100%
1.2.2	Governance Standards—Policies & Procedures	The community can easily access information about library policies.	50%
2.1.1	Staff Standards—Human Resources	The library maintains a staff of well-qualified professionals with the skills, knowledge, and abilities to serve the community as outlines in the library's mission, goals, and strategic plan.	60%
2.1.2	Staff Standards—Human Resources	The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and	100%

		recognition of all staff in order to provide a clear and transparent organizational environment.	
2.1.3	Staff Standards—Human Resources	The library provides trained staff to facilitate a professional level of public services to all ages in the following areas: • Collection management • Community outreach • Event programming • Materials and technical services • Readers' advisory • Reference services • Services in languages other than English • Technology support during all library service hours • Website management • Youth services	33%
2.2.1	Staff Standards—Diversity & Community Engagement	The library targets and actively reaches out to minority populations through programming, collection development, outreach, and education.	36%
2.2.2	Staff Standards—Diversity & Community Engagement	Library staff and supporters are active and engaged participants in the community and in community organizations.	100%
2.3.1	Staff Standards—Staff Duties & Responsibilities	The library offers professional, relevant library services and collections that meet community needs and expectations.	75%
2.4.1	Staff Standards—Staff Development & Learning	Library staff members are educated, engaged, and capable of adapting to community needs.	80%
2.4.2	Staff Standards—Staff Development & Learning	Library staff are engaged in professional library organizations.	100%
3.1.1	Materials Standards—Collection Management	The library adopts a collection management plan.	100%
3.1.2	Materials Standards—Collection Management	The library provides a curated, up-to-date, and diverse collection.	100%

3.1.3	Materials Standards—Collection Management	The library collects data and analyzes statistics to inform collection development and management and to assess collection performance.	100%
3.2.1	Materials Standards—Community Access to Collection	The library has a digital catalog of its materials.	100%
3.2.2	Materials Standards—Community Access to Collection	All users have access to all materials.	100%
4.1.1	Services & Programs Standards—Services	The library provides services free of charge to everyone, as defined by written policies.	100%
4.1.2	Services & Programs Standards—Services	The library provides services to patrons of all ages and levels of literacy.	100%
4.1.3	Services & Programs Standards—Services	The library provides trained staff members who offer assistance to the public in the use of technology, circulation, and access to materials.	66%
4.1.4	Services & Programs Standards—Services	The library encourages/invites the community to make use of library space.	100%
4.1.5	Services & Programs Standards—Services	The library invites patrons to provide written feedback on the library and its services.	75%
4.2.1	Services & Programs Standards—Programs	The library provides free educational and cultural programs to all ages.	100%
4.2.2	Services & Programs Standards—Programs	The library provides early literacy programming.	100%
4.2.3	Services & Programs Standards—Programs	The library invites patrons to provide feedback on its programs.	50%
5.1.1	Technology Standards—Technology Access & Assistance	The library provides technology training and/or one-on-one assistance to the public.	66%
5.1.2	Technology Standards—	The library provides access to relevant digital content.	100%

	Technology Access & Assistance		
5.1.3	Technology Standards— Technology Access & Assistance	The library enables community members to create their own digital content.	85%
5.2.1	Technology Standards—Digital Content for Community Needs	The library provides technology resources to meet community members' job-seeking and entrepreneurial needs.	66%
5.2.2	Technology Standards—Digital Content for Community Needs	The library provides technology resources to meet community members' need for online government and legal information services and assistance.	0% (needs review)
5.2.3	Technology Standards—Digital Content for Community Needs	The library provides technology resources to meet community members' need for educational support.	25%
5.2.4	Technology Standards—Digital Content for Community Needs	The library provides technology resources to meet community members' need for reliable health and wellness information.	33%
5.2.5	Technology Standards—Digital Content for Community Needs	The library accommodates users with disabilities.	0%
5.3.1	Technology Standards— Community Engagement in Technology Decisions and Access	The library makes strategic decisions based on community priorities for digital inclusion and innovation.	14%
5.3.2	Technology Standards—	The library builds strategic relationships with community partners to maximize public access	50%

	Community Engagement in Technology Decisions and Access	technology resources and services provided to the community.	
5.3.3	Technology Standards—Community Engagement in Technology Decisions and Access	The library supports continuous improvement in public access technology services internally and by sharing expertise and best practices with other providers locally, regionally, and nationally.	83%
5.4.1	Technology Standards—Technology Resource Management	The library provides staff, technology, and processes to support community access to technology and information resources.	64%
6.1.1	Community Engagement & Advocacy Standards—Community Engagement	Libraries are active participants in their community.	33%
6.1.2	Community Engagement & Advocacy Standards—Community Engagement	Community members are actively involved in the library.	83%
6.1.3	Community Engagement & Advocacy Standards—Community Engagement	The library provides broad access to information about library services, opportunities, and challenges.	100%
6.2.1	Community Engagement & Advocacy Standards—Advocacy	Staff and community members have the tools and support to effectively advocate for the library.	91%
7.1.1	Facilities Standards—Community Anchor	Community members think of the library as a central community gathering place.	100%

7.1.2	Facilities Standards—Community Anchor	The library continually assesses community perception of the facility.	50%
7.2.1	Facilities Standards—Design	Design supports the functions of the library with a plan for growth and incorporates current best practices for public libraries.	92%
7.2.2	Facilities Standards—Design	Design supports staff functions.	100%
7.2.3	Facilities Standards—Design	The library is designed to be welcoming to a diverse population for a variety of services.	92%
7.2.4	Facilities Standards—Design	The library provides an interior that reflects best practices in library user experience.	100%
7.3.1	Facilities Standards—Assessment & Planning	The library has a long-range facilities plan.	14%

Next Steps

Over the next 6–12 months, library staff, in collaboration with other City departments and with support from advisory and support boards, will develop and implement an improvement plan to achieve the *Essential* indicators across all seven standards. This work will be guided by the Library's strategic plan, available resources, and the identified needs of patrons and the broader community.

Since the Canby Public Library is meeting 87.5% of the *Essential* indicators, this improvement plan will concentrate on the number of outstanding indicators while sustaining existing strengths. This work will be monitored and evaluated on an ongoing, annual basis to ensure accountability, sustainability, and continued alignment with community expectations and best practices in public library service. Overall, the Canby Public Library is well positioned to achieve *Essential* compliance through targeted, sustainable improvements that build on existing strengths and align with the Library's strategic priorities and community needs, as long as there is operational budgetary support outside of Library District funds.

2026_CPL_OLA_PLD_Improvement_Plan (DRAFT)

Action Item	Priority Level	Responsible Person	OLA PLD Standard Citation	Notes	Target Completion Date
Post board contact info on website	High	Library Director	OLA PLD 1.1 – Services & Leadership	Transparency update; with permission; shared email?	Month 1
Plan trainings or assistance in word processing, spreadsheets, and presentations for patrons	Medium	Adult Programming Coordinator	OLA PLD 5.1 – Tech Access	Business productivity software	Month 2
Board & staff training on state/local laws	High	Director / LAB Chair	OLA PLD 1.1 – Services & Leadership	Schedule training; document attendance	Month 2
Develop/adopt library technology plan	High	Director / LAB	OLA PLD 1.1 & 5.4	Brief but strategic plan	Month 2
Publish technology plan (web & print)	High	Director	OLA PLD 1.1	Website + service desk copy	Month 2
Add comment cards (services & programs)	High	Adult Programming Coordinator	OLA PLD 4.1 & 4.2	Same cards for both standards	Month 2
Curate government resource links	High	Staff	OLA PLD 5.2 – Digital Content	Website resource page; see https://guides.library.oregonsta	Month 3
Ensure assistive tech public terminal	High	Director	OLA PLD 5.2 – Accessibility	Audit existing equipment and add; accessibility grant	Month 3
Staff participate as member, leader, and supporter of community groups	Medium	Director / Staff	OLA PLD 6.1 – Community Engagement	Ideas: Kiwanis, Rotary, Chamber, Bridging Cultures, Todos Juntos	Month 3
Maintain homework & research resources	Medium	Youth Services Staff / LINCC	OLA PLD 5.2 – Digital Content	Align with school needs; dependent on budget (LINCC)	Month 4
Analyze social & economic conditions	Medium	Library Director	OLA PLD 5.3 – Community Engagement	Use census/city data	Month 5
Assess community technology needs	High	Director / Staff	OLA PLD 5.3 – Community Engagement	Short survey sufficient	Month 5
Use TechSoup/WebJunction/Edge	Medium	Staff	OLA PLD 5.3 – Tech Mgmt	Document usage	Month 5
Provide adaptive technology tools	High	Director / Accessibility Team	OLA PLD 5.4 – Tech Resource Mgmt	Purchase with grant funds	Month 5
Conduct facility satisfaction survey	Medium	Director	OLA PLD 7.1 – Community Anchor	Combine with other surveys like annual survey	Month 6
Update facilities plan – maintenance	High	Director / City Facilities	OLA PLD 7.3 – Assessment & Planning	Concise update	Month 6
Plan equipment & furniture replacement	High	Director	OLA PLD 7.3 – Assessment & Planning	Supports capital planning	Month 6
Review facilities plan (5-year cycle)	Medium	Director / LAB	OLA PLD 7.3 – Assessment & Planning	Document review date	Month 6
Add Spanish-speaking staff or volunteers	High	Director	OLA PLD 2.2 Diversity & Engagement	This will take time and depend on the budget	Ongoing
Staff and volunteers participate in community long-range planning so that library priorities are communicated and represented	Medium	Director / Staff	OLA PLD 6.1 – Community Engagement	Assign library representatives to existing efforts (meetings, forums, planning sessions, task forces); include library in city or communtiy surveys; designate staff for liasion roles to share and receive updates (ie. Children's librarian to school district)	Ongoing
***Essential standards ONLY					