



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

April 21, 2026

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

Absent: Linda Warwick.

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

March 2026 meeting minutes were approved as written. Motion made by Lois, Second by Kristi. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report. None.

Chair Report. None.

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

The library is winding down spending on two grants supporting accessibility improvements and the Career Center. An article on the Career Center was published in the April 2026 Canby Community Advantage Magazine. In addition, there is a one-third page insert about the Career Center being included with the May utility bills.

Canby Reads has been a major success so far, with all free copies of the book claimed in less than one week, and additional events still to come.

Sometime after May 1, the library will transition to a new program calendar and meeting room reservation system called LibCal, which will be easier for both staff and patrons to use, with more information coming soon.

Recruitment for a Summer Teen Intern is now open, and community members are encouraged to apply and share the opportunity. More information can be found on the City's website.

Within LINCC, the directors of Estacada, Oregon City, and Molalla libraries will retire in May and June.

Representatives from Canby, Lake Oswego, and LINCC Network will present to the County's City Managers in July regarding Library District issues.

The library's presentation for the Civic Engagement Academy took place on April 9 and it went well.

National Library Week is this week (April 19–25)! Celebrate with staff and share your library joy!

The library's annual survey on library services will be open from May 4th through June 4th. The Library Director will send out information and the survey link so LAB members can pass the information on. We want anyone to fill out the survey, not just library users and Cany residents. The survey results will shape library services for the next year.

Upcoming Budget Committee meetings are scheduled for May 14, May 21, and May 28 at 6pm. Please attend or watch if possible.

On June 4, from 5-7pm, the library will participate in *First Thursday* + Library Open House + Summer Reading Program Kickoff + Touch-A-Truck Event.

Teen Liaison Report.

Prom will be held on May 8 with the theme "Enchanted Forest" at the *World Forestry Center* in Portland.

The school district's tax levy vote is scheduled for May 19. Four furlough days were planned for this year, but the governor stated that this cannot occur, so four additional days will be added next year.

Friends of the Library Report. None.

Discussion Items

Library Budget Meeting Prep.

The Library Advisory Board members reviewed and discussed the most recent draft of the library narrative.

Suggested edits to the library narrative worksheet that will go in the final budget packet:

- In the top section, change “Canby residents” to “Canby area residents” since the library’s service area reaches beyond city limits.
- In the 2025-2026 highlights section, point out that the Maker Lab is funded by Canby Kiwanis, and the Seed Library and Library of Things are funded or partially funded by the Friends of the Canby Public Library.
- Mention that grant opportunities are drying up and that most grants do not help with operational support, which is the biggest need right now.
- Include that URD stands for Urban Renewal District

It may be useful to look at other LINCC library budget narratives (or equivalent) to see what their challenges are.

LAB members also reviewed the most recent draft of both projected and proposed budget numbers for the library and budget comparisons between LINCC libraries (especially Library District and City revenues).

Finally, we discussed the Library District funding formula as stated in the Library District Intergovernmental Agreement (available here <https://www.clackamas.us/librarydistrict/agreement.html>):

1. *For the purposes of this Agreement, the “Formula” shall be calculated consistent with the following concepts:*
 - a. *The District rate is \$0.3974 per \$1000 of assessed value.*
 - b. *Each year the District will receive the amount collected for the year plus delinquent taxes recovered from the previous year. The District will distribute funds when received using the formula described below and shown in the example.*
2. *The Formula has two components:*
 - a. *City Assessed Value Component : The annual distribution to a Library City for properties within its boundaries shall equal the assessed value of such Library City’s properties, as established annually by the Clackamas County Assessor, divided by the total assessed value of all properties in the District. This determines the Assessed Value Percentage Rate for each Library City. Each Library City will receive funds equal to the Assessed Value fund amount multiplied by its individual Assessed Value Percentage Rate.*
 - b. *Unincorporated Population Served Component: After calculation of each Library City’s Assessed Value fund amount, the District shall calculate the*

remaining funds to be distributed (the “Remainder Amount”) and distribute those funds based on the Unincorporated Population Served Percentage Rate based on the Service Area Maps attached to this Agreement as Attachment B . The term “Unincorporated Population” will also include residents of those cities that do not provide library services.

The Unincorporated Population Served Percentage Rate is determined by the number of unincorporated residents served by each City as allocated on the Service Area Maps divided by the total number of unincorporated residents within the District. Each Library City will receive funds equal to the Remainder Amount multiplied by its individual Unincorporated Service Area Percentage Rate.

3. *Prior year recovered delinquencies and interest earned : Recovered delinquent taxes combined with any interest earned will be distributed to Library Cities based on the distribution percentage allocations calculated in the previous tax year.*

Action Items

- LAB members will complete the [4/9/25 Ethics Training](#) if they haven't already.
- LAB members will brainstorm future discussion topics to add to the LAB Annual Work Calendar.
- Future meeting discussion and tasks:
 - LAB Duties and Powers (all boards/committees will be reviewing these soon)
 - Review *Handbook for Public Library Board Members* (will review at July meeting)

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 7:00 p.m. The next meeting is scheduled for Tuesday, May 19, 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 MAY 19, 2026.