



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

October 17, 2023

Present: Lois Brooks (chair), Jen Kraxberger, Rick Maier, Aimee Noss, Kristi Smith, Linda Warwick (board members); and Marisa Ely (library staff).

Absent: Chris Bangs (City Council Liaison), Luke Viter (High School Liaison)

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

August 15, 2023 minutes were approved as written. Motion made by Linda, Second by Aimee. In Favor: Lois, Aimee, Kristi, Jennifer, Rick, and Linda. Opposed: None. Abstention: None.

Public Comments. NA

Council Liaison Report. NA

Chair Report. NA

Library District Advisory Committee (LDAC) Report. NA

Library Director Bi-monthly Report. See attached handout.

Teen Liaison Report. NA

Friends of the Library Report.

The FOL had a big book sale at Swan Island Dahlias on September 3rd. They made around \$500 by selling books and plants.

There is a spaghetti dinner this Friday at the Willamette Valley Country Club, with proceeds going to FOL and all interested parties can attend. There will be bingo, dinner, and a dessert dash for \$30 per person. Call the Willamette Valley Country Club for more information.

There is an upcoming Christmas book sale, date TBD.

Board Members Report.

The LAB is still working on a brochure/handout for new board members that will explain everything the library does. Rick is working on including historical information about the city of Canby and the library. Rick reported that he went to the Canby Historical Society and spoke to a volunteer historian to get information about Canby and the library that goes back to 1880. He

received a booklet titled *Canby 1893-1993: A Century to Celebrate*, and the library has a copy of this in the Oregon Heritage collection.

Jennifer provided a Chamber of Commerce update: The Multipurpose Building groundbreaking for the Clackamas Fairgrounds & Event Center took place on October 12th.

Jennifer also let the board know that Belinda Goody, the Executive Director of the Chamber of Commerce is working to find out how the COVID business recovery funds were spent. The former Business Recovery Center is now the Business Resource Center and it offers help in the form of grants or other assistance. More information can be found on the Chamber website.

Kristi spoke about Cultivating Canby, which is a city-wide community engagement process to update Canby's Comprehensive Plan and Transportation System Plan. Linda also went and heard a lot of conversation about the library, but the library needs didn't seem to be included and they should have been. The first meeting took place at the police station and city leadership spoke about goals that the city is planning around (urban development, housing, community pride, what we think growth can/should look like in the city). The next meeting is on November 16, 2023 at 6pm at the police station. Some LAB members will attend.

Shawn Varwig's city council position has been filled by Daniel Stearns who owns North Willamette Tax Services.

Lois was invited to meet with the Canby city administrator candidates at the beginning of November and will report back. Marisa will be there as well.

Discussion Items

- **Donation Process/Policy:** It is the LAB's responsibility to create this policy and it should be fairly general. LAB members discussed ideas for how to accept donations and how to recognize those who donate. Greg Williams, the Director of the Oregon City Public Library, said OC encourages patrons to donate to their Friends of the Library or Foundation. The Wilsonville Public Library also strongly encourages donations to go through their FOL or Foundation. Specific donations (ie. paintings or money earmarked for certain things) can be tricky to deal with and possibly create issues. Communicating with donors is important.
- **Report to City Council:** Lois said she wants to include more information and credentials of the LAB members in the report. Data should drive the words, but we need to be cognizant of the fact that data can be used to infer certain things and we don't want to back ourselves into a corner with the data. Extending hours is important to LAB members, but staffing is an important issue that will drive this conversation. LAB members agreed that we should continue this work in a separate working session on November 8th, from 4:30-5:30pm in the library. LAB members, including Marisa, will

bring useful data to include (ie. patron visits and meeting room usage from 6-8pm during pre-COVID time; total number of programs and participants pre-COVID; old statistical reports).

Action Items

- Donation Process/Policy: We will continue researching what other libraries do about donations and try to find donation policies that already exist.
- Report to City Council: We will meet on November 8th from 4:30-5:30pm in the library with useful data and prepare the report.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:42 p.m. Motion by Jennifer, Second by Kristi, all in favor.

The next meeting is scheduled for Tuesday, November 28, 2023, at 5:30 p.m. in the Council Chambers or via Zoom.

Respectfully submitted,

Marisa Ely

Interim Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON NOVEMBER 28, 2023.

LAB Director's Report: September 2023

Stats:

- Programming -

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					Family Storytime 10:00am	Lego Play 2:00pm
3	4	5	6	7	8	9
		Paws for Reading 4:00pm	Arts, Crafts, and Coloring 10:30am		Family Storytime 10:00am	Lego Play 2:00pm
			Arts, Crafts, and Coloring 3:30pm			
10	11	12	13	14	15	16
		Paws for Reading 4:00pm	Arts, Crafts, and Coloring 10:30am		Family Storytime 10:00am	Lego Play 2:00pm
			Arts, Crafts, and Coloring 3:30pm			
17	18	19	20	21	22	23
		Paws for Reading 4:00pm	Arts, Crafts, and Coloring 10:30am	Canby Public Library Book Group 2:00pm	Family Storytime 10:00am	Repair Fair 10:00am
			Arts, Crafts, and Coloring 3:30pm			Lego Play 2:00pm
24	25	26	27	28	29	30
		Paws for Reading 4:00pm	Meet the Author Ken Baysinger 10:00am		Family Storytime 10:00am	Lego Play 2:00pm
			Arts, Crafts, and Coloring 10:30am			
			Arts, Crafts, and Coloring 3:30pm			

- Footfall Data: **7,113 visits**
- New library cards: **119**
- Items added: **496**
- Holds filled: **4,567**
- Libby downloads: **3,419**
- Total circs: **20,508**
- Total items checked in: **21,189**

Personnel:

- New LA-II (20 hour): Steven Hager started on 08/30/23
- Danny Smith resigned and his last day was on 10/04/23
- Marisa Ely appointed as Interim Library Director as of 10/05/23

Current Projects:

- State Library report due on 10/31/23
- Public Services Desk goes live on 11/1/23
- Replacing some of our public computers this FY
- Retro-processing picture books complete
- Upcoming Winter Reading Program

“State of the Library”
Canby Library Advisory Board
Fall 2023
DRAFT for the Nov 28 meeting

First, we would like to thank all the City Councilors and Mayor Hodson for giving us time tonight. Second, we would like to extend an especial thanks to Chris Bangs for all the time he gave us as the City Council Liaison. We were sorry to lose him (maybe a comment about whoever is assigned to be our new city council rep)

The Library Advisory Board is a board of 8 voting members; 5 members must reside inside the city limits, 2 can live outside the city limits and there is one high school liaison. We are currently short one member from within the city limits. There are term limits on the Library Advisory Board.

This part will be given to the Council Members but I will only ask people to stand when I call out their names.

The members of the Library Advisory Board:

Lois Brooks MBA, 2023-2024 Chair, former Vice Chair, former Chair and Board Member of the Friends of the Library, retired Human Resources executive, Chair of various industry-related HR Committees (AEA and TAO)

Linda Warwick, 2023-2024 Vice Chair, former Chair of the Library Advisory Board, former Chair and Board Member of the Friends of the Library, retired English professor and department head

Kristi Smith is the founder and current Board President of Canby Pride, a newly state incorporated non-profit. Kristi worked for the Clackamas County District Attorney’s Office as a Victim Advocate, supporting victims of crime. Prior to that, she has 20 plus years of experience managing domestic violence shelters, crisis lines and programs for LLGBTQ youth experience trauma. Her passion is creating safe, inclusive spaces for everyone to thrive.

Jennifer Kraxberger is currently a wealth consultant here in Canby at Cornerstone Wealth Management. She is also an "ambassador" with the Canby Chamber of Commerce. Jennifer has lived in Clackamas County for 44 years, of which, 28 years have been in rural Canby. She graduated from Colton High and Clackamas Community College. Prior jobs include working at Clackamas Community College in the Business and Community Services

Department and at Canby School District in the library / technology and bookkeeping departments. Her children both attended Canby schools and reside in Canby.

Aimee Noss, LDAC representative, long time Canby resident and current teacher at Gaarde Christian School in Tigard currently focusing on Math/Science/Language Arts. Aimee has a Masters of Science degree in Elementary Reading and Literacy. She has 21 years of teaching experience and is the mother of 3 kids in the Canby educational system.

Luke Viter, High school liaison and senior at Canby High School. Luke's family are long time residents of Canby and both his parents graduated from Canby High School.

Rick Maier is our longest term Canby resident (since 1977), as well as our most experienced Canby activist. After a long career in direct marketing and sales, he then represented employers who provide commercial insurance and risk management services and then later employers in travel and tourism with security system services. His two daughters graduated from the Canby school system where he was on the PTA and various school task forces. But it is his post retirement career that is so impressive. He assisted his wife with her third grade classroom on Molalla. He served on the Parks and Rec board for 20 years as well as on the Canby Swim Club Board, and was a USA swimming official for 10 years. He has been very active in non-partisan ballot measures that affect Canby including measures and positions taken by the Canby Area Rec District (formerly Blue Heron Rec District), Canby Area Citizens for Oregon Schools, Canby Neighbors for a Safe Community and the YES-Pool Committee.

City Information:

??? – City Council Liaison

Marisa Ely – Acting Library Director

Amber Quinn – Library Operations Manager

City Council Liaison and Library Staff are non-voting members.

Monthly meetings are held the third Tuesday of the month from 5:30 to 6:30 in the City Council Chambers. All meetings are open to the public and are broadcast and recorded.

A quick review of the charter per City Code:

The entire list of duties of the Library Board was included in the packet of information given to you. Here are the highlights.

- Developing long-range plans for library service and facilities, consistent with city priorities and with state regional and national goals pertinent to
- Recommending types of library service for the city and its vicinity
- Investigating sources of funding for library service
- Participating in the annual budgetary process of the city as that process pertains to the library
- Recommending policies and procedures conducive to efficient and effective operation of the library
- Encouraging widespread public support and use of the library

It is our job to be the voice of the residents of Canby to both the Library and the City Council. We take that job very seriously.

The focus of last year's report was to summarize our accomplishments over the prior year and to "look to the future". Well, that future is the now and our report will reflect that we still have a long way to go to get back to pre-Covid levels of service which, based on feedback all of us have personally received, are levels of service our residents would like to see re-established.

One of our goals for last year was to determine what residents want and/or need (for example by using a survey) and which activities would get people back into the Library. We were hoping to create and disseminate a community survey to get input from Canby residents. However, there were no funds for such a survey. Unfortunately, the Library was omitted from the Cultivating Canby survey.

What we believed was our most important goal for last year was to get hours and programs back to pre-Covid levels. Programming is still much lower than pre-Covid levels. There are currently no evening hours – this makes it much harder for working people to visit the library in person and have all but eliminated the robust teen programs we had before Covid.

Our most significant accomplishment from last year was to spend time in "education" and in order to continue to do this, we have written a draft of the

history of the Library and the role of the Library Advisory Board. We believe board members who understand how the library operates in Canby, how the City operates as well as how libraries operate in Clackamas County will be more effective board members. Library staff have been extremely helpful with this. This will be an ongoing effort.

Just as we created a policy to clarify for the public how to address issues in the past, we will continue to do so. It has recently come to our attention that there is no policy for accepting non-monetary gifts or a policy to address how to recognize monetary gifts of a certain sum. Those are currently being addressed.

We will also continue, to the best of our abilities, to look for ways to help the library prepare for growth. We believe it is our job to communicate to current and prospective Canby residents all the services the Library offers.

Let's talk about the biggest issue.

The biggest issue we are hearing from residents is the hours that the Library is open, more specifically, the lack of evening and Sunday hours. It is our conclusion that the residents of Canby are not being adequately served by the current hours the Library is able to provide to Canby-ites.

As a result of not being open evenings, our teen population lost access to the only free evening activities and place to hang out in Canby. Thinking of the future, as we send our high school graduates off to college or post secondary training or jobs, do we want them to think of Canby as not a good place to raise a family, once they are at that point in their lives, as there is nothing for teenagers to do? I would also think the police would rather see our teens having a safe place to go in the evenings. It is also the only free meeting place for adults who work during the day and can only meet in the evening. The reason we were able to stay open in the evenings pre-Covid was by using part time pages and we have lost 3 of those positions.

In addition, the Library lost their bilingual (Spanish/English) librarian shortly before Covid and has not been able to fill this position due to staff cuts. Given that the Canby Library district has an Hispanic population of approximately 20

to 25%, we feel this is a major underserved population. There are currently no Spanish programs.

Ask Luke to speak about what he has missed during the last three years. I don't feel like I have to do all the talking and it may be much more powerful coming from him.

Ask Kristi to speak about how trying to organize events without a "free" evening meeting space is so hard

I do realize that the primary issue is money. I have a Master's in Business Administration and have studied and understand economics – what is the best use of scarce resources. I also ran an HR department and know that extending hours equals hiring more staff equals spending money. The formula we used was that for every person hired, you could multiply the salary by 1.5 to account for overhead and benefits. The Library does not currently have the staffing levels to open additional hours to include 4 weeknights per week and 4 hours on Sunday. Yet the residents of Canby are not being adequately served by the current hours the Library is able to provide.

Our "ask" of the City Council is that someone meet with the Interim Library Director to figure out a way to bring some evening hours back in the short term and to establish a long term plan that better meets the needs of the residents of the Canby Library District.

Questions/Comments

Director's Bi-Monthly Report

Staff

- Hiring on-calls

Spaces

- We recently created a new space for tweens, which is near both the juvenile and teen collections. There is space to study, read, hang out, and participate in our new tween programs, which will also take place in the new space.



Collections

- We moved the nonfiction DVD collection to a new shelving unit closer to the service desk, in addition to making more space for the Inspirational and Large Print collections with the moving of this collection.
- The new juvenile materials were also relocated from the front of the library so they could be closer to the new tween section of the library.



Other News

- The work of artist Holly J. Kroening will be on display in the library now through December 21st, 2023. She is a native Oregonian, mother, and grandmother whose paintings express the joy, delight, and passion she feels when she paints.



- ThankFall Tree: Since the beginning of October, patrons have been adding leaves to our ThankFall Tree that say what or who they are thankful for.




- The Bridging Cultures wings have been on display at the library since the end of Summer. This art piece was painted by children and their families at the Canby Arts Festival and a Bridging Cultures picnic.



Director's Bi-Monthly Report







Upcoming Events & News

- Minecraft Club (ages 8-15): 1st and 3rd Thursdays of the month starting in November
- Dungeons & Dragons (ages 13-18): 1st and 3rd Saturdays of the month starting in November
- Local Author Kimila Kay presentation: November 29th
- Holiday Craft, Live Music, & Winter Reading Program start: December 2nd, 12-2pm
- On November 1st, our new Public Services Desk went live. Previously, we had two separate desks (the Accounts Desk and Information Desk). This new desk, centrally located, will better serve the public in one convenient location!



CANBY PUBLIC LIBRARY

SEPT/OCT '23 SNAPSHOT

Items added to the collection - 1,067 	Items checked in 42,765
Holds filled 9,292	 New cards 231
Digital checkouts 7,184 	Room reservations 123
Physical checkouts 41,848	 Adult events - 11 Participants - 148
Customer interactions - 2,280 	Children's events - 39 Participants - 2,088
Visitors 15,778	 Teen events - <i>Back to School Break</i>