

**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.



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



CANBY PUBLIC LIBRARY

JAN/FEB '24 SNAPSHOT

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 Into the Sea (<i>pictured →</i>)
	Make a Terrarium
	Music in the Stacks
	Tech Talk Tuesdays: 4 classes
Totals: 15 events / 160 participants	



General News

- The all-ages Winter Reading Challenge ended on February 29th!
- 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.
- 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!



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

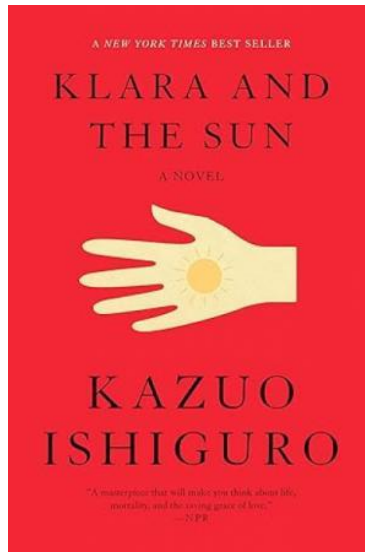


- “Fun Shirt Friday” started! Every Friday, patrons (and staff) are encouraged to wear a fun shirt (must be appropriate!) to the library, and they can show a staff member at the Public Services Desk for a ticket to be entered into a monthly drawing for fun prizes.



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!

“State of the Library”
Canby Library Advisory Board
DRAFT for the March 2024 meeting

Introduction (*only change was to add Scott Sasse*)

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. While we were sorry to lose him, we are very much looking forward to working with Scott Sasse.

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. There are term limits on the Library Advisory Board.

This part will be given to the Council Members, as opposed to read in entirety, 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 LGBTQ youth experience trauma. Her passion is creating safe, inclusive spaces for everyone to thrive.

Jennifer Kraxberger 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 Cornerstone Wealth Management in Canby, where she also served as a Canby Chamber of Commerce Ambassador. Additional work experience includes Clackamas

County in the Business and Community Services Department and at Canby School District in the library / technology and bookkeeping departments. She currently works remotely, but still in the investment industry. 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.

Tiffany Mach, our newest board member, was born and raised in Clackamas County, graduated from Gladstone High School and has lived in Canby since 2003. Professionally, she is currently the Lab Manager at Womens Healthcare Associates. She has a Bachelor's Degree in Clinical Laboratory Science. She is also a Board Member and Treasurer at the Association for Clinical Laboratory Science. Personally, she spends time with her two children; her son is graduating CHS in June and her daughter is on her way to Spanish fluency in 5th grade at Trost Elementary. Tiffany is an avid reader and lover of all things books. She currently volunteers with the Friends of the Canby Public Library. Other volunteer experiences include dog/ cat fostering through Oregon Dog Rescue in Tualatin, and Newberg Animal Shelter.

City Information:

City Council Liaison – Scott Sasse

Marisa Ely –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: (no changes)

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.

Report

There have been a lot of changes over the past few months, including a new City Manager, a new Library Director and a new City Council member assigned to the Library. For those and other reasons, this is going to be an 18 month review.

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 while making progress on a daily basis, especially in the last six months, we still have a way to go to get back to pre-Covid levels of service.

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 attract more residents 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. That was not accomplished. While library staff continues to make progress regularly, programming is still lower than pre-Covid levels. We did just recently address the issue of evening hours that make it easier for working people to visit the Library in person and now there are evening teen programs. However, we are still not where we were pre-Covid and the addition of evening hours meant losing an hour in the morning and that hour was used by parents with small children and many of our senior citizens.

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. We are using this document, as well as an extensive tour of the Library by Library staff, as "new board member orientation".

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. We are working with library staff to remedy these.

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.

The issues.

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 area residents.

As a result of not being open evenings for the past few years, 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 the Library has lost 3 of those positions.

The second issue is that 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.

Do we still want to do this? 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

Do we want to eliminate this completely? How do we address the fact that we know money doesn't grow on trees or do we just ask for more money?: - We 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 back then was that for every person hired, you could multiply the salary by 1.5 to account for overhead and benefits and I am sure that has not decreased at all. 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.

One last item. During the last year of multiple “administrative changes”, the current staff has worked hard to provide high levels of service and display extraordinary professionalism and we would like to publicly thank them for all their efforts and tell them how much we appreciate what they do.

Questions/Comments

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.