



Canby Public Library Advisory Board

Meeting Agenda

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-266-0720 at least two business days in advance.

Canby Public Library Advisory Board

Members

Scott Sasse – Council Liaison
Lois Brooks – Chair
Jen Kraxberger
Tiffany Mach
Rick Maier
Aimee Noss
Kristi Smith
Luke Viter – High School Liaison
Linda Warwick

City Staff

Marisa Ely – Library Director

Next Meeting Tuesday, June 18, 2024

<https://www.canbyoregon.gov/>

It is the City of Canby's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income. The City of Canby also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

May 21, 2024
Hybrid Meeting
City Council Chambers

[Join Zoom Meeting](#)

Or join by Phone 253-215-8782

Meeting ID: 873 0185 1115

Passcode: 902132

- **Call to Order**
- **Approval of Minutes**
 - April 2024
- **Public Comment**
- **Information Items**
 - Council Liaison Report
 - Board Chair Report
 - Board Member Reports
 - LDAC Liaison Report
 - Teen Liaison Report
 - Director's Bi-monthly Report
 - Friends of the Canby Public Library Report
- **Discussion Items:**
 - Community Bulletin Board Policy
 - Donation Process/Policy
 - Online Survey results
- **Action Items:**
 - Teen Liaison application procedure
 - Donation Process/Policy
- **Announcements**
- **Adjournment**

Canby Library Advisory Board
Chair Report
May 21, 2024

First, I would like to thank Luke for his years of service at the Library Advisory Board. Luke, you will be missed but we wish the very best for you at the University of Oregon (my alma mater).

Second, at the Library open house on May 2, I met two members of the Library Foundation, Jon Dragt and Therese Enderle. Both of them expressed a desire to have a meeting with their board, our board and the Friends of the Library Board. They believe, and I agree, that we need to have a better understanding of what each organization's mission is. I hope we can do that within the next few months.

Third, kudos to Marisa and the Library staff for the Library Open House. It was awesome and attendance was good.

Fourth, I have revised the draft of the Donation Policy and I have copied it here below. I also discovered why we couldn't find a copy of any such document. That's because I was looking on the website under "Policies" and it turns out it was under the section "How Do I"? I think we should keep the policy itself short and then expand under the "how do I" section. I do think we should solidify the policy first and then update the "How Do I" section accordingly.

Canby Public Library Donation Policy

The Canby Public Library is a community library and all donations from the community help with funding. There are two organizations that accept donations and then funnel all the donations plus proceeds from special sales or events to the Canby Public Library. These are [The Friends of the Canby Public Library](#) (hyperlink) and [The Canby Public Library Foundation](#) (hyperlink). As both of these are 501(c)3 organizations, they are able to provide receipts for tax purposes. With the exception of seeds the Canby Seed Library, the Library does not accept any non-monetary gifts. (there should probably be a hyperlink to the Seed Library as well).

And since I am typing, here are two announcements from the Friends of the Library:

On Saturday, June 15th we will have our summer book sale on the Civic Plaza from 10am-2pm. We have need volunteers for set up and take down, scooping ice cream, and working during the sale. This involves moving big acts of books and restocking during the sale. Please be thinking about this volunteer opportunity. I will be sending out a work schedule soon.


Another upcoming event will be the Backyard and Patio Tour Saturday, June 30th from 11am-2pm. Tickets will go on sale soon.



City of Canby Bi-Monthly Report
Department: Library
For Months of: March & April 2024







To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 5/7/2024

Usage Metrics Overview



CANBY PUBLIC LIBRARY

MAR/APR '24 SNAPSHOT

Items added to the collection - 1,292 	Items checked in 42,163
Holds filled 9,036	 New cards 210
Digital checkouts 8,390 	Room reservations 243
Physical checkouts 41,598	 Adult events - 18 Participants - 232
Customer interactions - 2,526 	Children's events - 47 Participants - 1,223
Visitors 16,220	 Teen events - 8 Participants - 48

Staff

- Steven Hager started as our new Collection Development & Volunteer Coordinator on March 19th!
- Melissa Allott officially started as our new Adult Programming Coordinator on April 15th!
- Our library intern, Ember, completed her final day with us on April 29th!
- Maud Whalen, one of our on-calls, will start as our new Library Assistant II (20-hour) on May 1st!
- We began our hiring process for a new Library Assistant II (25-hour) and additional on-calls.
- The library was awarded a Teen Intern Grant through the State Library of Oregon, a project funded in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon. This grant allows for us to hire a temporary summer teen intern from June to August of this year. The job posting closed on 4/28 and we will start interviews soon.

Spaces

- The library received donations from the Friends of the Library and the Library Foundation to start outfitting the new Maker Lab with tables, stools, chairs, and some of the fun gadgets that Phillip will be making available soon.

Collections

- Our brand new Seed Library is officially available for patron use! It is located behind the library service desk, and patrons can “checkout” (although there are no due dates and nothing to return) up to 5 different seed varieties per visit. Thank you to Terri Jones, Lisa Nead, Melissa Allott, the Friends of the Library, the Canby Garden Club, and Kay Everts.



- Steven is in the process of adding to our adult graphic novels collection, so be on the lookout for many new books.
- Next year’s OBOB’s have arrived.

Programming

Age Group	Program/Event
Children	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Maker Lab (<i>pictured</i> →)
	Minecraft Club
	Baby & Toddler Storytime
	SPECIAL EVENT: Earth Day Celebration with Canby Kiwanis (<i>pictured</i>)
	Outreach Storytime
Totals: 47 events / 1,223 participants	
Teen	Dungeons & Dragons
	Young Teen Crafting (<i>pictured</i>)
Totals: 8 events / 48 participants	
Adult	Book Club
	Knit & Stitch Group
	Canby Reads
	OSU Master Gardener Seed Starting
	Native Bees Presentation
	Colored Wax Egg Decorating
	Music in the Stacks
	Tech Talks
	Tech Sources for Job Hunting
Totals: 18 events / 232 participants	



General News

- Phillip Yocham, Children's Librarian, and Marisa Ely, Library Director, presented at an April luncheon for the Canby Rotary to seek more support for the Maker Lab space.
- The Library Advisory Board, supported by the Library Director, presented their annual state of the library report to City Council on April 17th.
- There is a short, 10-question library survey online for the Canby community to share thoughts and feedback on library services. The survey closes on May 4th!
- The library's social media presence has gotten a fun refresh thanks to our new full-time staff members, Melissa and Steven! Their humor shines through our social media and the community has been loving it!
- The library was recently awarded a grant of \$500 for American Indian/Alaskan Native family programming in November for Native American Heritage Month!
- Our new library open hours began on March 4th!
- Carus elementary 1st graders toured the library on April 11th.
- On April 26th, artist Mary Eagle, was in the library to chat about her work.

Upcoming Events & News

- Join us on Canby's First Thursday in May (May 2nd, 5-8pm) for our Library Open House! We will be open an hour later so you can have more fun! Complete a bingo sheet with fun activities to help you learn about the library & what's coming up! The event is FREE and for all ages! We will have a Library of things petting zoo, live music, featuring The June Bugs, SRP info, a behind-the-scenes look, the official Seed Library launch, and more!
- Our new adult program, Adult Art Café, will start in May. Adults can come and be creative with supplies provided.
- The library is currently doing research to add a community bulletin board inside the library. Stay tuned!

Canby Library Community Bulletin Board Policy

The Canby Public Library provides a designated area in the lobby for the display and passive distribution of materials, such as flyers, school catalogs, publications, notices, and posters, that promote awareness of services and events of interest to the community. **All bulletin board items must be submitted to library staff for approval and posting.** Any material posted or left in the display area without prior authorization will be discarded immediately. The library accepts materials from local educational, government, and non-profit organizations. Preference will be given to organizations based in Canby or of community-wide interest. The library will not accept for display or distribution the following: partisan political or persuasive religious materials and materials advertising or promoting goods or services for personal or commercial profit. The posting or distribution of materials does not indicate the library's endorsement of the services offered, the accuracy of the information provided, or any liability relating to the events or services advertised.

Procedural Guidelines:

- Materials will be given to designated library staff for approval. Once approved, staff will initial and date the items before displaying them.
- Commercial (for profit) postings, political or religious endorsements, and personal advertisements or notices, such as a lost pet, garage sales, HOA meetings, etc. are not accepted for display.
- Materials left for posting or distribution without authorization from the library will be discarded.
- The Library reserves the right to refuse or remove any notice, flyer, or handout that does not comply with these policies and guidelines.
- All items for display or distribution are subject to the availability of space. The size of materials may be no larger than 11 x 17.
- Designated staff will check the bulletin board and the area around the board at least once daily. They will take down and dispose of postings that have expired (after 2 weeks or when the date of the event has passed) and tidy the area.