



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

Paul Waterman – Council Liaison
Aimee Noss – Chair
Lois Brooks
Jen Kraxberger
Tiffany Mach
Zoe Myers
Kristi Smith
Linda Warwick
Linnea Stormo – High School Liaison

City Staff

Marisa Ely – Library Director

Next Meeting Tuesday, October 21, 2025

<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.

September 16, 2025 at 6pm

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**
 - July 2025
- **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:**
 - Library District Taskforce Recommendations Discussion
- **Action Items:**
 - LAB Duties and Powers
 - 4/9/25 Ethics Training
 - Civic Engagement Academy Presentation on Library
 - Review *Handbook for Public Library Board Members*
- **Announcements**
- **Adjournment**



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

July 15, 2025

Present: Aimee Noss (Chair), Lois Brooks, Kristi Smith, Zoe Myers, Paul Waterman (Council Liaison), and Marisa Ely (Library Director).

Absent: Jen Kraxberger, Tiffany Mach, and Linnea Stormo (Teen Liaison).

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

June 2025 minutes were approved as written with one edit. Motion made by Kristi, Second by Linda. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report. None.

Chair Report. None.

Board Member Reports.

Lois shared a letter written to the newspaper from David Tate about the budget committee meetings.

Library District Advisory Committee (LDAC) Report.

LDAC met on June 23rd and discussed the Library District Taskforce.

Library Director Bi-monthly Report.

See attachment.

Teen Liaison Report. None.

Friends of the Library Report.

The big Swan Island Dahlia book sale will be Sunday, August 31st from 9am-5:30pm. Come support!

Discussion Items

New FY LAB Reset Info Session.

While Knight's Bridge is under repair, LAB meetings will move to 6-7pm and we will reassess in a few months. Marisa will update the city on this temporary change.

As a group, LAB also went through part of a document titled, "Handbook for Public Library Board Members" to ensure all LAB members are aware of their duties and responsibilities as board members. In the near future, Aimee and Marisa will go through the handbook, along with Lois and Linda's notes, to create our own version just for the Canby Public Library Advisory Board.

Library District Taskforce.

Marisa discussed her experiences at the first two meetings, focusing on the second meeting. The Taskforce went through the prepared packet and heard from Rick Peterson on *Finance 101*, Jeff Munns on *IGA 101*, and Gary Schmidt and Dan Huff on *Allowed Uses of District Funds*. The Library District was created to *augment* libraries and not entirely fund them. Individual cities should be providing some funding. This was a surprise to a few people.

Next, the Taskforce was asked to fill out a worksheet before a quick workshop to help everyone explore issues and opportunities within the District. The worksheet asked, "Which actions should the Taskforce be recommending to secure the long-term health and vitality of the Library District for generations to come?"

The main actions/opportunities that the Taskforce agreed on were to look at the service area boundaries, to address equity issues with the district revenue distribution formula (including unincorporated and rural/urban differences), and that a tax rate increase was necessary to get all the libraries more funding. The overarching goal of the Taskforce - To figure out what specific ideas/strategic actions we can give to the BCC, both short and long-term, to secure the long-term health and vitality of the Library District.

Action Items

- Marisa will update the city on the temporary LAB meeting time change.
- Aimee and Marisa will review the "Handbook for Public Library Board Members" in order to start creating a version just for the Canby Public Library Advisory Board.
- Future meeting discussion and tasks:
 - LAB Duties and Powers
 - 4/9/25 Ethics Training
 - Civic Engagement Academy Presentation

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:30 p.m. The next meeting is scheduled for Tuesday, August 19, 2025, at 5:30 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
AUGUST 19, 2025.

True North

- Our charge from the Library District Board of Directors: “The Library Task Force will make recommendations to the Board of County Commissioners on several longstanding library issues.”
 - Using equity as a lens, what actions should the Task Force be recommending to the District Board that could help enhance the long-term health and vitality of the Library District for all?
-

Library District Governance Structure

This summary has been prepared to aid members of the Library District Task Force in their discussions about the draft recommendations.

The Library District of Clackamas County is governed by an Intergovernmental Agreement executed by the Board of Directors and the Library Cities:

- Library Cities (Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, and Wilsonville)
 - 2/3 of cities must agree to IGA amendments
 - Portion of formula related to city-level revenues requires 100% agreement for changes
- Library District Board of Directors
 - The Board of County Commissioners serves as the Library District Board of Directors
 - District Board of Directors must agree to IGA amendments

Library District Advisory Bodies

The following bodies have a role to play in advising their governing bodies on the Library District:

- Library Directors
- Local Library Boards
 - Selected by Library City, must include unincorporated area representation
- Library District Advisory Council
 - Representative from each Local Library Board

The following body has a role to play in recommending a budget to the Library District Board of Directors:

- Library District Budget Committee
 - Includes the Library District Board of Directors and 5 public members

The Library District of Clackamas County Board of Directors should...

- Recommendation A: Direct staff to propose an amendment to the Intergovernmental Agreement to clarify the use of district funds for capital expenses and allocated costs.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
 - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.
- Recommendation B: Direct staff to conduct analysis of the library district and make recommendations for core levels of service.
 - Consideration: Hire a consultant to assist with analysis.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
 - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.
- Recommendation C: Direct staff to conduct analysis of the funding formula and service boundaries, incorporated and unincorporated, and propose recommendations for changes to address funding disparities amongst the service areas.
 - Consideration: Hire a consultant to assist with analysis.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
 - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.
- Recommendation D: Direct staff to initiate the creation of a strategic plan for the district that would prepare the district for its 20th year of service and beyond.
 - Consideration: Hire a consultant to work on drafting the plan, incorporating the efforts of the library directors, cities, and unincorporated areas to plan for their library service areas.
 - Consideration: Work within the existing library district governance structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
 - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.

Timeline

Task Force is proposing that all recommendations be submitted to the Board as a complete package. The desire is to have (A) executed within the next 3-5 months and (B-D) which are suggested to happen sequentially completed within the next 18 months.

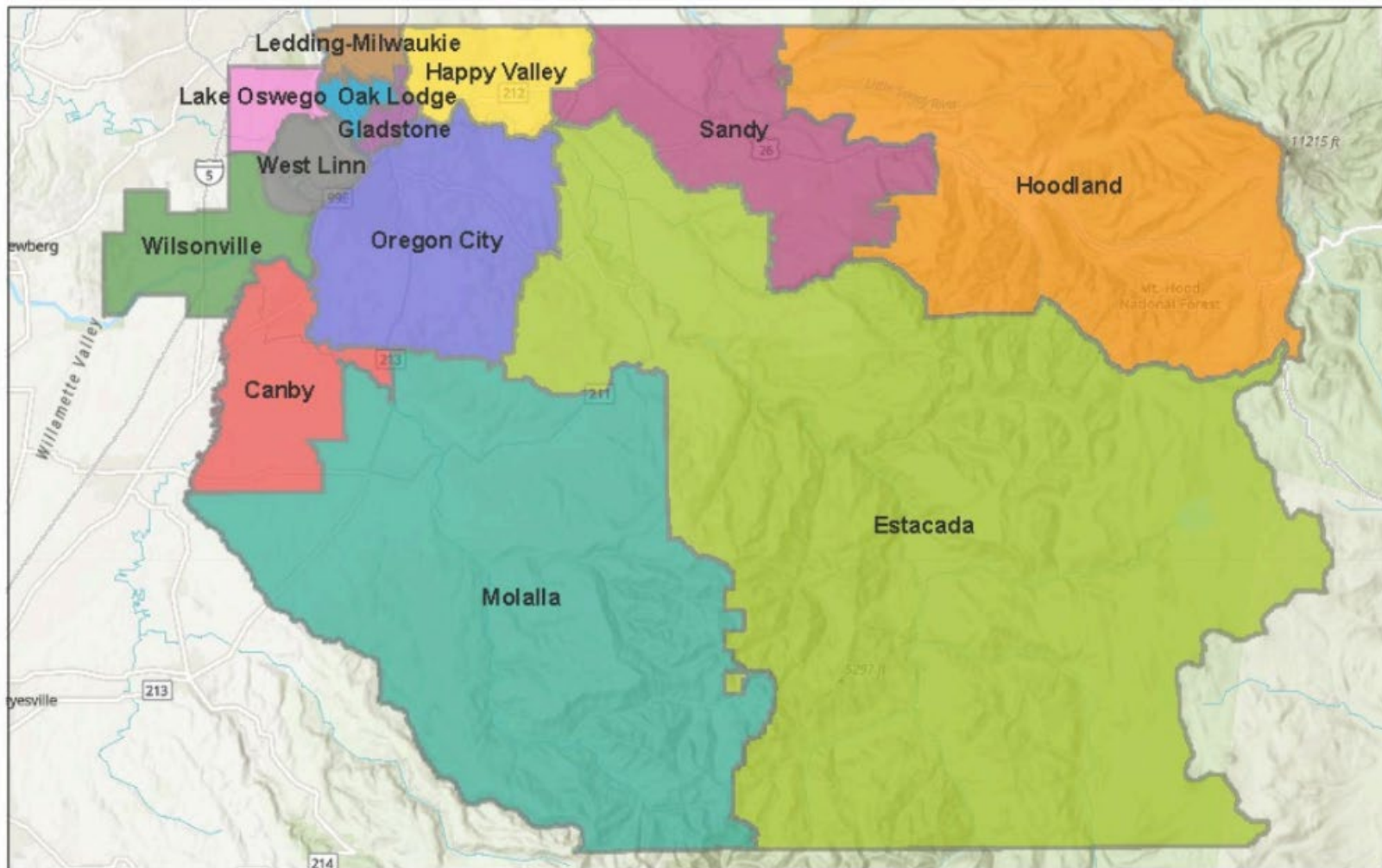
Task Force Member:

Interviewee:

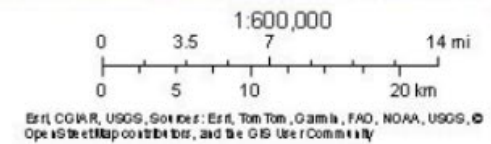
Recommendation	Rating	Comments
A. Direct staff to propose an amendment to the Intergovernmental Agreement to clarify the use of district funds for capital expenses and allocated costs.	1 – Do Not Support 2 – Unsure 3 – Fully supportive	
B. Direct staff to conduct analysis of the library district and make recommendations for core levels of service.	1 – Do Not Support 2 – Unsure 3 – Fully supportive	
C. Direct staff to conduct analysis of the funding formula and service boundaries, incorporated and unincorporated, and propose recommendations for changes to address funding disparities amongst the service areas.	1 – Do Not Support 2 – Unsure 3 – Fully supportive	
D. Direct staff to initiate the creation of a strategic plan for the district that would prepare the district for its 20th year of service and beyond.	1 – Do Not Support 2 – Unsure 3 – Fully supportive	

DRAFT 08/07/2025

Library Service Areas



7/10/2025



Library Funding Per Capita

Library	Assigned Population	Total Funding	Per Capita
Canby	25,403	\$ 1,177,729.26	\$ 46.36
Estacada	19,548	\$ 1,065,926.78	\$ 54.53
Gladstone	21,411	\$ 973,850.84	\$ 45.48
Happy Valley	61,327	\$ 3,587,637.91	\$ 58.50
Hoodland	5,634	\$ 336,742.51	\$ 59.77
Lake Oswego	43,975	\$ 3,790,167.32	\$ 86.19
Milwaukie	41,319	\$ 2,185,628.70	\$ 52.90
Molalla	25,206	\$ 1,196,093.93	\$ 47.45
Oak Lodge	31,120	\$ 1,863,401.38	\$ 59.88
Oregon City	60,742	\$ 2,941,890.53	\$ 48.43
Tualatin	1,566	\$ 119,057.34	\$ 76.03
Sandy	27,860	\$ 1,339,575.58	\$ 48.08
West Linn	30,004	\$ 1,928,793.09	\$ 64.28
Wilsonville	28,418	\$ 1,914,649.21	\$ 67.37
	423,533	\$ 24,421,144.38	\$ 58.23










City of Canby Bi-Monthly Report
Department: Library
For Months of: July & August 2025

To: The Honorable Mayor Hodson & City Council
From: Marisa Ely, Library Director
Prepared by: Same as above
Through: Randy Ealy, Interim City Administrator
Date: 9/9/2025

2025 Council Goals & Objectives:

Promote Financial Stability: *Develop a Plan to Fund Current and Expanded Library Services*

Statistics

 <div>CANBY PUBLIC LIBRARY JULY/AUG '25 SNAPSHOT</div>	
Items added to the collection - 768 	Room reservations 216
Holds filled 8,464	 New cards 210
Checkouts  Digital: 10,490 Physical: 44,890	General, Self-Directed & Outreach: 41 events - 1,091 participants
Items checked in 41,842	 Adult events - 17 Participants - 95
Reference interactions - 3,413 	Children's events - 11 Participants - 693
Visitors 17,161	 Teen events - 3 Participants - 24

Department Activities:

- Summer Reading Program (June 2 – August 29):
 - Kid finishers: 277
 - Teen finishers: 68
 - Adult finishers: 101
- Our Summer Teen Intern, Henry, completed his internship on August 29th. This internship was entirely grant funded through the *State Library of Oregon*.
- The library's *Career Center*, entirely grant funded through Clackamas County, is opening on September 2nd!
- Upcoming events:
 - Visible mending *demonstration* (grant funded) on 9/13 at 1pm
 - Visible mending *workshop* (grant funded) on 9/20 at 12pm
 - Bilingual Baby & Toddler Storytime, starting Wednesdays at 10:30am
 - Teen Manga & Anime Club, 9/23, 10/21, 11/18 at 5pm
 - Community Conversation On Accessibility in the Library on 10/4 at 10:30am





CANBY

Public Library

FY
22-23

FY
23-24

FY
24-25

Total Visitors			89,084	96,010	101,445
Room reservations			842	1,136	1,501
Items added to the collection			5,889	7,157	7,008
Holds filled			55,574	52,894	53,601
Digital checkouts			35,003	45,869	54,077
Items checked in			251,143	251,833	243,483
New cards			1,286	1,343	1,207
Physical checkouts			214,519	237,289	246,959
Reference questions			11,417	12,207	18,640
Programming	Children	events	102	270	251
		participants	3,000	7,714	6,190
	Teen	events	25	32	61
		participants	123	260	379
	Adult	events	28	80	117
		participants	724	1,250	1,821