



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, December 16, 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.

November 18, 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**
 - October 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:**
 - Strategic Plan Update Presentation to City Council
- **Action Items:**
 - Joint meeting planning
 - OLA Threshold Standards
 - LAB Duties and Powers
 - 4/9/25 Ethics Training
 - Civic Engagement Academy
 - Review *Handbook for Public Library Board Members*
- **Announcements**
- **Adjournment**



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

October 21, 2025

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

Absent: Zoe Myers.

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

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

Public Comments. None.

Information Reports

Council Liaison Report.

Councilor Waterman received an email from a library patron whose teen enjoys attending the Tabletop Game program twice a month. He was appreciative of the program as a parent of a teen and he would love to see more of the program.

Chair Report.

Aimee wanted to know if the Library Advisory Board could continue to have meetings if the Director is absent, like she was in August. Marisa said in the event of her absence, normally she would have the Library Manager fill in, which includes setting up the meeting, attending and recording the meeting, and taking notes at the meeting. However, since the absence in August was last minute and due to a personal emergency, Marisa did not have time to get everything setup for the Library Manager.

Marisa checked the establishing ordinance:

§ 2.20.050 Officers.

At the first meeting of each fiscal year, the Board shall elect a Chairperson and a Vice-Chairperson who shall serve for a term of 1 year. The Library Board shall select a member to be Secretary to the Board and keep the record of its action. Five members of the Board shall

comprise a quorum. The Board shall have authority to make and alter rules, with approval of the City Council, for its government and procedures.

§ 2.20.090 Meeting place and time.

Unless and until another place is assigned to it by the City Council, the Library Board shall maintain its office, hold its meetings, transact its business and keep its records at the library. The Library Board shall meet at least once every other month.

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report.

The last meeting was on September 2nd. The meeting doubled as a town hall meeting for city residents to go over the Library District Task Force recommendations and gather feedback.

Library Director Bi-monthly Report.

See attachment.

Teen Liaison Report.

The school building is now locked during school hours. There is also a new no cell phone policy during school hours, and the school is on a mission to reduce tardies.

Friends of the Library Report.

The FOL board has welcomed several new board members. The new FOL board members are interested in a joint meeting with LAB so they can know more about the difference between each support board. Marisa will work on planning a new joint meeting.

Discussion Items

Library District Taskforce Update Discussion.

By the end of the final meeting on October 6th, the facilitator led the group to fine-tune down to two recommendations that will be sent to the BCC (Board of County Commissioners) in their role as governing board for the District.

As of October 21st, we are still awaiting the final wording of the two recommendations from county staff. However, here are the takeaways:

- Recommendation A is to codify in writing that it is appropriate to use district funds on capital expenses and allocated costs. The final recommendation (as library directors understood it) is to recommend that the BCC accomplish this through a written statement of clarification, rather than an IGA amendment. Timeline 3-5 months.

- Recommendation B is to create a strategic framework for the district that would prepare it for its 20th year of service and beyond. This includes hiring a consultant to do an economic feasibility study for the library district, and would incorporate the strategic planning work of the library directors and engagement with cities and unincorporated areas. Timeline 24 months-end of 2027. (The district will turn 20 years old in 2028.)

There was NO support from the City Managers for any recommendation to eventually lead to a successor district in the near future. After task force members expressed initial support for these recommendations, Commissioner Savas and Gary Schmidt indicated that the county would likely ask the cities to share in the cost of the consultant, which is not feasible for several of the struggling libraries. Commissioner Savas expressed that this work is a priority for the county to make sure ALL residents have good access to library services.

Strategic Plan Update Presentation to City Council.

Marisa went through the data that she would be sharing at the presentation on November 19th. LAB members suggested to include:

- Career Center stats
- Staff time it took to secure grants and donations
- Value of services provided vs. costs
- Comparing what the library budget allows us to provide vs. where the library should be with our budget and services provided
- How much the library is saving with volunteers
- How many hours of programming options are provided to the community for free
- Staff turnover over the past 2-3 years, less turnover now, and the effects of the past turnover
- Bringing Maker Lab creations to show and tell

The next LAB meeting is the day before the City Council presentation, so Marisa will plan to share the completed presentation then. No changes can be made at that point to the presentation as the Council packet will already be posted.

LAB Meeting Time Change.

The Library Advisory Board agreed to change the meeting time to 6pm permanently until further notice.

Action Items

- Marisa will notify city staff and update the LAB meeting calendar to reflect the new 6pm LAB meeting start time.

- Marisa will work on planning the next joint meeting between LAB, FOL, Foundation, and Kiwanis.
- Future meeting discussion and tasks:
 - OLA Threshold Standards Review
 - LAB Duties and Powers
 - 4/9/25 Ethics Training
 - Civic Engagement Academy Presentation
 - Review *Handbook for Public Library Board Members*

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 7:01 p.m. The next meeting is scheduled for Tuesday, November 18, 2025, 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
NOVEMBER 18, 2025.










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










City of Canby Bi-Monthly Report
Department: Library
For Months of: September & October 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: 11/10/2025

2025 Council Goals & Objectives:

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

Statistics

		CANBY PUBLIC LIBRARY SEP/OCT '25 SNAPSHOT	
Items added to the collection - 1,274		Room reservations	292
Holds filled	8,377		New cards 203
Checkouts 	Digital: 9,955 Physical: 41,687	General, Self-Directed & Outreach: 29 events - 2,902 participants	
Items checked in	40,704		Adult events - 9 Participants - 49
Reference interactions - 2,886		Children's events - 24 Participants - 665	
Visitors	18,112		Teen events - 6 Participants - 45

Department Activities:

- The library's *Career Center*, entirely grant funded through Clackamas County, opened on September 2, 2025! 75% of users have already found success with the *Career Center* resources!
- Officially closed *Teen Intern Grant* and *Mini Grants for Rural Libraries*!
- The library hosted a community conversation on October 4th for the *ALA Accessibility Grant*, and we'll be making purchases soon that relate to improving accessibility for our community members with low/no vision or mobility issues.
- Library District Task Force update: By the end of the final meeting on October 6th, it was decided that two recommendations would be sent to the BCC in their role as governing board for the district. We are awaiting the final wording. There was NO support from the City Managers for any recommendation to eventually lead to a successor district in the near future.



Perch Raptor Presentation on October 11, 2025

- Over 2,100 visitors stopped by the library on Halloween, with many enjoying a free book at our Spooktacular Village stop.
- Upcoming events:

- DINOvember - Celebrate Dinosaurs at the library from November 1st-29th!
 - An Eye Spy DINOrama!
 - 3D Dinosaur Coloring!
 - Walk with Dinosaurs
 - Dinosaur Community Puzzle
 - *Maker Lab*: OMSI Prehistoric Dinosaurs
- Bilingual Baby & Toddler Storytime at 10:30am on 11/5, 11/12, 11/19, and 11/26
- Teen Manga & Anime Club at 5pm on 11/18



New Maker Lab signage via *Canby Graphics*; T-shirt Heat Press Designs program; Halloween Lanterns program



Canby Public Library Strategic Plan 2024–2027

Year-One Progress Highlights (2024–2025)

VISION: The Canby Public Library is a values-driven community hub dedicated to cultivating personal and collective growth through quality services and compassionate interactions.

MISSION: The Canby Public Library strives to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services. By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community.

Strategic Priority 1: Advance Community Education & Outreach

- 91 in + outreach events & activities reaching 4,210 participants
- 1,207 new library cards issued
- Social media engagement up 18% (21% Facebook, 15% Instagram)
- Secured over \$75,000 in grants and donations
- Opened a grant-funded Career Center for job research and resume support
- Hosted a Career Fair connecting community members to employment resources

Impact: Expanded visibility, strengthened partnerships, and improved workforce development opportunities.

Strategic Priority 2: Build Community Through Quality Programming & Services

- 6 bilingual storytimes and 14 sensory-friendly playgroups
- 31 Maker Lab STEAM activities for all ages
- 17 monthly passive programs for all ages and abilities
- Launched Seed Library with over 4,500 seed checkouts and 11 workshops
- Hosted 2nd Annual Library Open House with 167 attendees
- 38 volunteers contributed 1,873 hours = a value of \$65,162

Impact: Strengthened cultural connection, hands-on learning, and inclusivity through expanded programming.

Strategic Priority 3: Improve Departmental & Organizational Health

- Library Director joined Canby Kiwanis Foundation Board
- Joint meeting with Friends of the Library, Library Foundation, Library Advisory Board, and Kiwanis
- Community presentations on funding and civic engagement
- Staffing and operations assessment completed
- Implemented Monday Memos and hosted Annual Staff Development Day

Impact: Improved communication, staff engagement, and cross-organizational collaboration.

Looking Ahead (2025–2026)

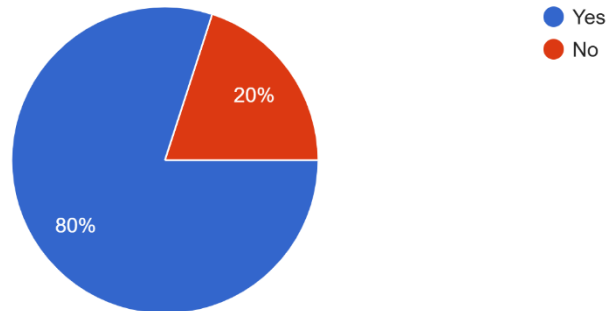
- Expand Maker Lab STEAM programs
- Expand career-related programs in our new Career Center
- Focus on accessibility:
 - Broaden outreach efforts, especially to those with accessibility issues
 - Continue removing access barriers
 - Large Print signage
- Grow cross-department partnerships
- Grant applications with community organizations
- Review OLA threshold standards
- Promote Financial Stability: Develop a plan to fund current and expanded library services



FY 25-26 Joint Meeting (LAB, FOL, Foundation, Kiwanis)

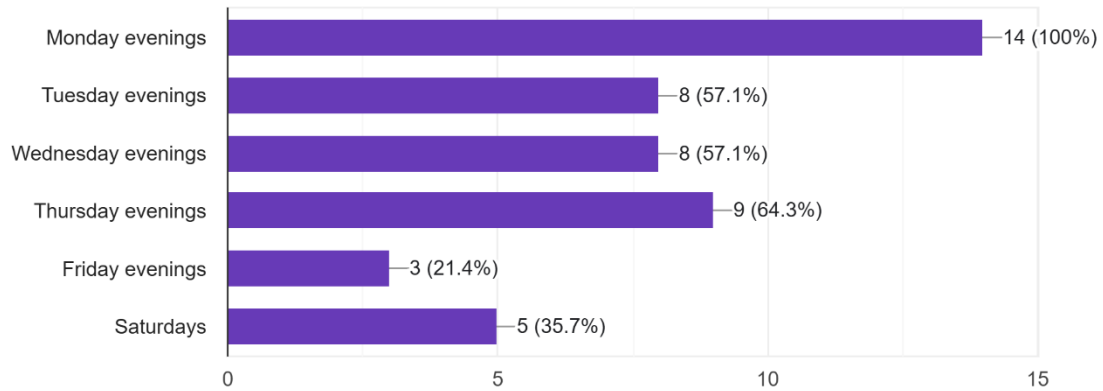
Would you be interested in having another joint meeting with LAB, FOL, Foundation, and Kiwanis members?

15 responses



What are the best days for you to meet? (Check all that apply.)

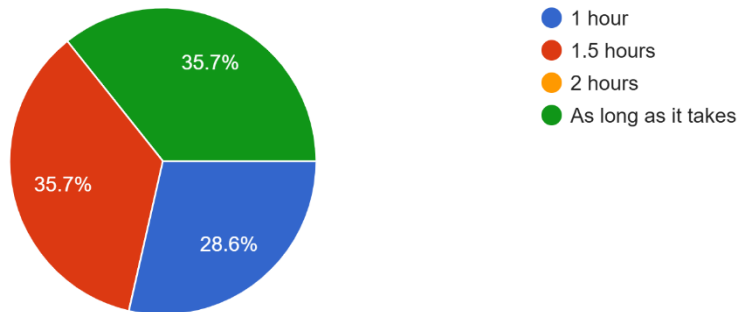
14 responses



FY 25-26 Joint Meeting (LAB, FOL, Foundation, Kiwanis)

How long would you like to meet? (Choose one.)

14 responses



What do you want this time together to look like?

14 responses

