



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, February 17, 2026

<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.

January 20, 2026 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**
 - November 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:**
 - LDAC Annual Progress Reports
 - Joint Meeting Planning
 - Future Discussion Topics
- **Action Items:**
 - 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

November 18, 2025

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

Absent: Paul Waterman (Council Liaison).

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

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

Public Comments. None.

Information Reports

Council Liaison Report. None.

Chair Report. None.

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report.

Library Directors are in the process of compiling data for several annual progress reports (2021-2022, 2022-2023, and 2023-2024) that will be given to LDAC once completed.

Library Director Bi-monthly Report.

See attachment.

Teen Liaison Report.

The Trimester ends next Tuesday, and then students will be off for a week for Thanksgiving break.

Friends of the Library Report.

There is still no bookstore manager for the Friends, and it's possible the Friends board may run the bookstore as a group. Also, there will be no Christmas Tour of Homes this year.

Discussion Items

Strategic Plan Update Presentation to City Council.

Marisa practiced the year-one progress Strategic Plan Update presentation in front of the LAB group before the following evening's official presentation to City Council on November 19th.

December Meeting.

A motion was made by Linda to cancel the December 16th meeting due to the holidays and other board meetings being cancelled. Lois seconded the motion. All in favor. Opposed: None.

Action Items

- Joint meeting planning and directory updates
- Future meeting discussion and tasks:
 - OLA Threshold Standards Review
 - LAB Duties and Powers
 - 4/9/25 Ethics Training **The training is about 2.5 hours and can be viewed [here](#).
 - 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, January 20, 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 JANUARY 20, 2025.










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

 <div> CANBY PUBLIC LIBRARY SEP/OCT '25 SNAPSHOT </div>	
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










City of Canby Bi-Monthly Report
Department: Library
For Months of: November & December 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: 1/13/2026

2025 Council Goals & Objectives:

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

Statistics

 <div>CANBY PUBLIC LIBRARY NOV/DEC '25 SNAPSHOT</div>	
Items added to the collection - 1,244 	Room reservations 223
Holds filled 8,109	 New cards 184
Checkouts  Digital: 10,135 Physical: 40,315	General, Self-Directed & Outreach: 31 events - 985 participants
Items checked in 39,796	 Adult events - 18 Participants - 86
Reference interactions - 2,867 	Children's events - 19 Participants - 438
Visitors 14,927	 Teen events - 8 Participants - 39

Department Activities:

- Grant-funded *Career Center* stats:

Computer sessions: 15	Free pages printed: 327	Free supplies used: 9	Users who found success: 12
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- Thanks to the *American Library Association's Accessibility Grant*, we are improving accessibility for our community members with low/no vision or mobility issues. You can now see collection signage in large print all around the library via *Canby Graphics* (pictured right)!



- Our new *Library of Things* display has boosted circulation with 42 item checkouts (pictured below)!



- Upcoming events:
 - Career Center* 1-on-1 coaching, January 14th and 28th from 11am-1pm
 - Maker Lab*:
 - Meet the Robots**, January 17th from 11am-2pm
 - Canvas Painting with Audra**, January 28, 2026 – Session 1 from 4:00-5:15pm & Session 2 from 5:30-6:45pm
 - Easy Edible Native Plants**, January 24, 2026 at 1:00pm
 - Teen Escape Room**, January 24, 2026 from 12-2:00pm
 - The G.O.A.T. Goat Storytime**, January 30, 2026 from 10:30am-12:00pm

Library District of Clackamas County - Annual Progress Report

Your Library:

Canby

For the period: 7/1/2021 through 6/30/2022

Library Board composition (as of 6/30/2022)

Question

		<u>Count</u>	<u>Pct. of total</u>
1.01	City population	18,754	74.0%
1.02	Unincorporated population	6,575	26.0%
1.03	Total population	25,329	
1.04	Board members living in City	6	75.0%
1.05	Board members living in unincorp. area	2	25.0%
1.06	Board vacancies	0	0%
1.07	Total board positions	8	

RP: Took these figures from June 2025 survey. Please update as of 06/30/2022.

Please provide any additional information below about your service area population or your board composition:

1.08 Includes one high school student. Two members must reside outside City limits.

Library Fund Balances

		<u>Amount</u>	
2.00.1	Budget Cycle	Annual	
2.00.2	Biennium Year		
2.01	Starting balance of Library Fund (7/1/21)	\$ 70,771	
2.02	Total revenue (7/1/21 - 6/30/22)	\$ 1,767,833	Totaled from below.
2.03	Total expenditures (7/1/21 - 6/30/22)	\$ 1,313,593	Totaled from below.
2.04	Total transfers to reserve fund (7/1/21 - 6/30/22)	\$ -	
2.05	Ending balance of Library Fund (6/30/22)	\$ 40,591	

Revenue Detail (7/1/21 - 6/30/22)

		<u>Amount</u>
2.06	Library District revenue	\$ 1,055,558
2.07	Operational support from City/Library Service Provider	\$ 172,409
2.08	Ready to Read grant	\$ 4,159
2.09	Fines, fees, and donations	\$ 16,699

Other revenues (please specify)

	<u>Description</u>	<u>Amount</u>
2.10	Interest Revenues	\$ 284

2.11	Friends (programming donation)	\$	7,367
2.12	Friends Pass Thru	\$	10,127
2.13	Interfund Loan	\$	500,000
2.14	Other Donations	\$	1,230
2.15		\$	-
2.16		\$	-
2.17		\$	-

Expenditure Detail (7/1/21 - 6/30/22)

		<u>Amount</u>	
2.19	Salaries, wages, and benefits	\$	872,781
2.20	Collection expenditures	\$	102,174
2.21	Allocated costs	\$	(260,220)
2.22	Capital expenses (not paid from Reserve Fund)	\$	-
2.23	Debt service (principal & interest)	\$	-

Totaled from below.

Other expenses not included above

Please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

	<u>Description</u>	<u>Amount</u>
2.24	Computer Hardware/Software	\$ (1,799)
2.25	LINCC Consortium	\$ (20,359)
2.26	Copier Lease & Maintenance	\$ (7,434)
2.27	Travel & Training	\$ (3,911)
2.28	Supplies & Services	\$ (23,254)
2.29	Volunteer Recognition	\$ (805)
2.30	Grants Expended	\$ (3,467)
2.31	Friends Pass Thru	\$ (10,080)
2.32	Donations Expended (Friends)	\$ (7,157)
2.33	Cash Over/Short	\$ (152)
2.34		\$ -
2.35		\$ -
2.36		\$ -
2.37		\$ -

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves (7/1/21)	\$ -
2.40	Ending balance of Library reserves (6/30/22)	\$ -

Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

2.41

Please provide a brief overview of any outstanding debt.

2.42

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Allocated Cost Detail (7/1/21 - 6/30/22)

Allocated costs (please specify using your City's defined categories)

	<i>Description</i>	<i>Amount</i>
2.43	Internal Charge Facilities	\$ (64,013)
2.44	Internal Charge Tech Services	\$ (23,798)
2.45	O/H to General Fund	\$ (172,409)
2.46		\$ -
2.47		\$ -
2.48		\$ -
2.49		\$ -
2.50		\$ -
2.51		\$ -
2.52		\$ -

Please provide a brief description of the methodology used to determine cost allocations.

2.54	HR is based on FTE; Administration and Finance is based on personnel services and materials services and costs; Legal is based on estimated time working on legal matters for the library; Facilities is based on square footage; IT is based on the number of computers/electronic devices serviced.
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If the Library Board has any concerns about allocated costs, please explain.

2.55	
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Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

2.56	The Friends of the Library pay for 95% of all library programming.
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SECTION 3: SERVICE STANDARDS

3.01	Library open hours per week	44
3.02	"Threshold" open hours per IGA Attachment C	50
3.03	Does the Library Director have an MLS degree?	Yes
3.04	"Threshold" Director degree per IGA Attachment C	MLS
3.05	Total Library FTE	9.03
3.06	"Threshold" FTE per IGA Attachment C	8.87
3.07	Total staff with an MLS	3
3.08	"Threshold" staff with an MLS per IGA Attachment C	1.77
3.09	Vols. owned (physical and digital)	168894
3.10	"Threshold" vols. owned per IGA Attachment C	50658
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	No

If your Library Board did review OLA standards, please share any findings/outcomes of this review.

3.12	
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3.13	Does your library currently have a strategic plan?	Yes
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If so, please attach to your email when sending in your responses.

If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

4.01	Danny Smith was the Library Director during this time period.
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5.01	Name of Library Director	Marisa Ely
5.02	Email address of Library Director	elym@canbyoregon.gov
5.03	Name of LDAC Representative	Aimee Noss
5.04	Email address of LDAC Representative	noss2112@gmail.com
5.05	Name of Library Board Chair	Aimee Noss
5.06	Email address of Library Board Chair	noss2112@gmail.com

Library District of Clackamas County - Annual Progress Report

Your Library:

Canby

For the period: 7/1/2023 through 6/30/2024

Library Board composition (as of 6/30/2024)

Question

		<u>Count</u>	<u>Pct. of total</u>
1.01	City population	19,045	75.0%
1.02	Unincorporated population	6,358	25.0%
1.03	Total population	25,403	
1.04	Board members living in City	6	75.0%
1.05	Board members living in unincorp. area	2	25.0%
1.06	Board vacancies	0	0%
1.07	Total board positions	8	

RP: Took these figures from June 2025 survey. Please update as of 06/30/2024.

Please provide any additional information below about your service area population or your board composition:

1.08 Includes one high school student. Two members must reside outside City limits.

Library Fund Balances

		<u>Amount</u>
2.00.1	Budget Cycle	Annual
2.00.2	Biennium Year	
2.01	Starting balance of Library Fund (7/1/23)	\$ 39,330
2.02	Total revenue (7/1/23 - 6/30/24)	\$ 2,078,885
2.03	Total expenditures (7/1/23 - 6/30/24)	\$ 1,335,947
2.04	Total transfers to reserve fund (7/1/23 - 6/30/24)	\$ -
2.05	Ending balance of Library Fund (6/30/24)	\$ 249,046

Totalled from below.

Totalled from below.

Revenue Detail (7/1/23 - 6/30/24)

		<u>Amount</u>
2.06	Library District revenue	\$ 1,122,566
2.07	Operational support from City/Library Service Provider	\$ 375,000
2.08	Ready to Read grant	\$ 4,127
2.09	Fines, fees, and donations	\$ 14,535

Other revenues (please specify)

	<u>Description</u>	<u>Amount</u>
2.10	Interest Revenues	\$ 17,171

2.11	Friends (programming donation)	\$	28,523
2.12	Friends Pass Thru	\$	12,833
2.13	Grants	\$	4,130
2.14	Interfund Loan	\$	500,000
2.15		\$	-
2.16		\$	-
2.17		\$	-

Expenditure Detail (7/1/23 - 6/30/24)

		<u>Amount</u>	
2.19	Salaries, wages, and benefits	\$	785,965
2.20	Collection expenditures	\$	107,453
2.21	Allocated costs	\$	(317,413)
2.22	Capital expenses (not paid from Reserve Fund)	\$	-
2.23	Debt service (principal & interest)	\$	(13,939)

Totaled from below.

Other expenses not included above

Please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

	<u>Description</u>	<u>Amount</u>
2.24	Computer Hardware/Software	\$ (624)
2.25	LINCC Consortium	\$ (34,396)
2.26	Copier Lease & Maintenance	\$ (8,359)
2.27	Travel & Training	\$ (4,407)
2.28	Supplies & Services	\$ (22,031)
2.29	Volunteer Recognition	\$ (660)
2.30	Grants Expended	\$ (4,019)
2.31	Friends Pass Thru	\$ (12,833)
2.32	Donations Expended (Friends)	\$ (23,686)
2.33	Cash Over/Short	\$ (162)
2.34		
2.35		\$ -
2.36		\$ -
2.37		\$ -

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves (7/1/23)	\$ -
2.40	Ending balance of Library reserves (6/30/24)	\$ -

Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

2.41

Please provide a brief overview of any outstanding debt.

2.42

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Allocated Cost Detail (7/1/23 - 6/30/24)

Allocated costs (please specify using your City's defined categories)

	<i>Description</i>	<i>Amount</i>
2.43	Internal Charge Facilities	\$ (83,775)
2.44	Internal Charge Tech Services	\$ (40,231)
2.45	O/H to General Fund	\$ (193,407)
2.46		\$ -
2.47		\$ -
2.48		\$ -
2.49		\$ -
2.50		\$ -
2.51		\$ -
2.52		\$ -

Please provide a brief description of the methodology used to determine cost allocations.

2.54	HR is based on FTE; Administration and Finance is based on personnel services and materials services and costs; Legal is based on estimated time working on legal matters for the library; Facilities is based on square footage; IT is based on the number of computers/electronic devices serviced and the number of tickets submitted.
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If the Library Board has any concerns about allocated costs, please explain.

2.55	The concern is that allocated costs continue to rise at a pace that the library cannot keep up with. For example, the library pays for IT both internally (for staff computers) and externally through LINCC (for patron computers), and those costs are rising quickly. In addition, facilities charges have risen quickly as well.
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Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

2.56	The Friends of the Library pay for 95% of all library programming.
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SECTION 3: SERVICE STANDARDS

3.01	Library open hours per week	2523
3.02	"Threshold" open hours per IGA Attachment C	50
3.03	Does the Library Director have an MLS degree?	Yes
3.04	"Threshold" Director degree per IGA Attachment C	MLS
3.05	Total Library FTE	9.04
3.06	"Threshold" FTE per IGA Attachment C	8.89
3.07	Total staff with an MLS	4
3.08	"Threshold" staff with an MLS per IGA Attachment C	1.78
3.09	Vols. owned (physical and digital)	333352
3.10	"Threshold" vols. owned per IGA Attachment C	50806.3344
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	Yes

If your Library Board did review OLA standards, please share any findings/outcomes of this review.

3.12	<p>We focused on threshold standards of the OLA Standards document that are cited in the original Library District IGA. At the time of review, the library did meet a majority of the threshold standards. However, there were two main areas of concern: (1) For a service area population of our size, the library is open for the minimum threshold hours of 50, and meeting this threshold has been a struggle; and (2) The library's staffing level is just over the threshold by 0.16 FTE.</p> <p>After reviewing the standards, the city went through a stressful budget season where cuts had to be made. The Library Director shared with the Library Board and City Council that any cuts to the library</p>
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3.13	Does your library currently have a strategic plan?	Yes
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If so, please attach to your email when sending in your responses.

If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

4.01	Danny Smith was the Library Director until October 2023.
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5.01	Name of Library Director	Marisa Ely
5.02	Email address of Library Director	elym@canbyoregon.gov
5.03	Name of LDAC Representative	Aimee Noss
5.04	Email address of LDAC Representative	noss2112@gmail.com
5.05	Name of Library Board Chair	Aimee Noss
5.06	Email address of Library Board Chair	noss2112@gmail.com

Library District of Clackamas County - Annual Progress Report

Your Library:

Canby

For the period: 7/1/2022 through 6/30/2023

Library Board composition (as of 6/30/2023)

<u>Question</u>		<u>Count</u>	<u>Pct. of total</u>
1.01	City population	18,979	74.0%
1.02	Unincorporated population	6,680	26.0%
1.03	Total population	25,659	
1.04	Board members living in City	6	75.0%
1.05	Board members living in unincorp. area	2	25.0%
1.06	Board vacancies	0	0%
1.07	Total board positions	8	

RP: Took these figures from June 2025 survey. Please update as of 06/30/2023.

Please provide any additional information below about your service area population or your board composition:

1.08 Includes one high school student. Two members must reside outside City limits.

Library Fund Balances

		<u>Amount</u>
2.00.1	Budget Cycle	Annual
2.00.2	Biennium Year	
2.01	Starting balance of Library Fund (7/1/22)	\$ 40,590
2.02	Total revenue (7/1/22 - 6/30/23)	\$ 2,009,309
2.03	Total expenditures (7/1/22 - 6/30/23)	\$ 1,427,288
2.04	Total transfers to reserve fund (7/1/22 - 6/30/23)	\$ -
2.05	Ending balance of Library Fund (6/30/23)	\$ 39,330

Totalled from below.

Totalled from below.

Revenue Detail (7/1/22 - 6/30/23)

		<u>Amount</u>
2.06	Library District revenue	\$ 1,082,480
2.07	Operational support from City/Library Service Provider	\$ 370,000
2.08	Ready to Read grant	\$ 4,166
2.09	Fines, fees, and donations	\$ 16,055

Other revenues (please specify)

	<u>Description</u>	<u>Amount</u>
2.10	Interest Revenues	\$ 4,740

2.11	Friends (programming donation)	\$	17,120
2.12	Friends Pass Thru	\$	14,748
2.13	Interfund Loan	\$	500,000
2.14		\$	-
2.15		\$	-
2.16		\$	-
2.17		\$	-

Expenditure Detail (7/1/22 - 6/30/23)

		<u>Amount</u>	
2.19	Salaries, wages, and benefits	\$	876,172
2.20	Collection expenditures	\$	85,592
2.21	Allocated costs	\$	(361,810)
2.22	Capital expenses (not paid from Reserve Fund)	\$	-
2.23	Debt service (principal & interest)	\$	(6,645)

Totaled from below.

Other expenses not included above

Please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

	<u>Description</u>	<u>Amount</u>
2.24	Computer Hardware/Software	\$ (2,389)
2.25	LINCC Consortium	\$ (21,567)
2.26	Copier Lease & Maintenance	\$ (7,928)
2.27	Travel & Training	\$ (3,595)
2.28	Supplies & Services	\$ (21,715)
2.29	Volunteer Recognition	\$ (1,436)
2.30	Grants Expended	\$ (6,158)
2.31	Friends Pass Thru	\$ (14,748)
2.32	Donations Expended (Friends)	\$ (17,288)
2.33	Cash Over/Short	\$ (245)
2.34		
2.35		\$ -
2.36		\$ -
2.37		\$ -

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves (7/1/22)	\$ -
2.40	Ending balance of Library reserves (6/30/23)	\$ -

Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

2.41

Please provide a brief overview of any outstanding debt.

2.42

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Allocated Cost Detail (7/1/22 - 6/30/23)

Allocated costs (please specify using your City's defined categories)

	<i>Description</i>	<i>Amount</i>
2.43	Internal Charge Facilities	\$ (91,410)
2.44	Internal Charge Tech Services	\$ (65,420)
2.45	O/H to General Fund	\$ (204,980)
2.46		\$ -
2.47		\$ -
2.48		\$ -
2.49		\$ -
2.50		\$ -
2.51		\$ -
2.52		\$ -

Please provide a brief description of the methodology used to determine cost allocations.

2.54	HR is based on FTE; Administration and Finance is based on personnel services and materials services and costs; Legal is based on estimated time working on legal matters for the library; Facilities is based on square footage; IT is based on the number of computers/electronic devices serviced.
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If the Library Board has any concerns about allocated costs, please explain.

2.55	
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Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

2.56	The Friends of the Library pay for 95% of all library programming.
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SECTION 3: SERVICE STANDARDS

3.01	Library open hours per week	50
3.02	"Threshold" open hours per IGA Attachment C	50
3.03	Does the Library Director have an MLS degree?	Yes
3.04	"Threshold" Director degree per IGA Attachment C	MLS
3.05	Total Library FTE	9.03
3.06	"Threshold" FTE per IGA Attachment C	8.98
3.07	Total staff with an MLS	4
3.08	"Threshold" staff with an MLS per IGA Attachment C	1.80
3.09	Vols. owned (physical and digital)	182416
3.10	"Threshold" vols. owned per IGA Attachment C	51318
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	No

If your Library Board did review OLA standards, please share any findings/outcomes of this review.

3.12	While the Library Board did not review the most recent OLA public library standards, they did review OAR 543-010-0036 (Official Recognition of Public Libraries) at the 06/20/23 meeting.
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3.13	Does your library currently have a strategic plan?	Yes
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If so, please attach to your email when sending in your responses.

If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

4.01	Danny Smith was the Library Director during this time period.
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5.01	Name of Library Director	Marisa Ely
5.02	Email address of Library Director	elym@canbyoregon.gov
5.03	Name of LDAC Representative	Aimee Noss
5.04	Email address of LDAC Representative	noss2112@gmail.com
5.05	Name of Library Board Chair	Aimee Noss
5.06	Email address of Library Board Chair	noss2112@gmail.com

