



## 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, May 19, 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.

April 21, 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** (1 min)
- **Approval of Minutes** (1 min)
  - March 2026
- **Public Comment**
- **Information Items** (10 min)
  - Council Liaison Report
  - Board Chair Report
  - Board Member Reports
  - LDAC Liaison Report
  - Teen Liaison Report
  - Director's Bi-monthly Report
  - Friends of the Library Report
- **Discussion Items:**
  - Library Budget Meeting Prep (40 min)
- **Action Items:** (5 min)
  - Brainstorm topics to add to LAB Annual Work Plan Calendar
- **Announcements**
- **Adjournment**

## Library

The Canby Public Library, a division of the City of Canby and one of thirteen member libraries in the Libraries in Clackamas County (LINCC) consortium, provides comprehensive public library services to Canby residents and welcomes visitors from across the Portland metropolitan region, ensuring broad and equitable access to information, educational resources, and community space. Library operations are funded primarily through the Clackamas County Library District, supported by a permanent tax rate of \$0.3974 per \$1,000 of assessed property value, with additional revenue from the City of Canby's General Fund, fines and fees, grants, and private donations. Through participation in LINCC, the Library leverages shared collections, technology infrastructure, and cooperative purchasing to maximize public funds and expand access to materials and services. The Library is committed to responsible stewardship of public funds, data-informed decision making, and strategic investment aligned with the City's goals, the Library's 2024–2027 Strategic Plan, and the LINCC Strategic Plan. In alignment with its mission, the Library invests public resources in programs, collections, technology access, and community partnerships that strengthen literacy, lifelong learning, civic engagement, and economic development throughout Canby.

### 2025-2026 Highlights

- Opened the grant-funded *Career Center*
- Continued building the *Canby Maker Lab* (for STEAM programs), *Seed Library*, and *Library of Things*
- Received and completed several grant projects for Ready to Read Grant, Teen Internship Grant, Mini Grants for Rural Libraries, ALA Transforming Communities Grant, Clackamas County Homelessness Initiative Grant

### 2026-2027 Goals & Challenges

- In FY 2011-2012, the Library operated approx. 2,600 annual open hours, with staffing levels ranging from 9.2 FTE (actual) to 10.3 FTE (budgeted) in an 11,000 sq ft facility. Today, the library operates 2,600 hours with 8.9 FTE in a 23,500 sq ft facility—more than double the size—while providing significantly expanded services. This shift highlights a growing gap between service expectations and staffing capacity. To address this gap, the Library will focus on the following priorities:
  - Achieve full compliance with *Essential Oregon Library Association (OLA)* public library standards
    - Evaluate options for increasing staffing levels, including bilingual (in Spanish) staff, in order to support sustainable expansion of library services and hours
    - Improve language accessibility: With over 20% of Canby residents identifying as Hispanic, the library currently lacks bilingual staff, despite OLA recommendations to provide language-appropriate staff when more than 10% of residents speak another language
  - Respond to community priorities: Expanding Sunday hours was the top concern identified in both the 2024 and 2025 annual library surveys
- Advance implementation of the Canby Public Library Strategic Plan (2024–2027)
- URD closure is projected to return approx. \$6,500 annually to the Library through the Library District

## Performance Measures

Library Dashboard					
Strategies & Measures	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Actual	FY 25-26 Projected	FY 26-27 Budget
Total number of visits	89,084	96,010	101,445	103,000	104,330
Total circulation of physical materials / eMaterials	214,519 35,003	237,289 45,869	246,959 54,077	249,300 57,100	252,500 60,000
Total number of programs	155	382	429	400	375
Total number of reference questions	11,417	12,207	18,640	18,875	18,910
Total meeting room reservations	842	1,136	1,501	1,515	1,525

**DRAFT**

Account Number	LIBRARY FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	COMMENTS & DETAILS
<b>RESOURCES</b>						
<b>REVENUE</b>						
201-000-311-0030	CC Library District	1,122,566	1,177,729	1,223,904	1,270,920	
201-000-334-0001	Grants-Library	8,257	27,903	24,000	4,245	R2R (\$4,245)
201-000-340-0003	Library Fines & Fees	14,535	12,364	10,000	10,000	
201-000-345-0001	FOL Pass Thru Revenue	12,833	12,206	20,000	10,000	
201-000-360-0001	Miscellaneous Income	942	-	-	-	None
201-000-361-0001	Interest Revenues	17,171	20,676	5,000	5,000	
201-000-364-0001	Donations-Library	6,676	15,015	10,100	10,000	Kiwanis (\$10,000 for both FYs) + Foundation (\$469 donated FY26 for LibCal FY27)
201-000-364-0120	Donations-FOL (Programming)	28,523	28,440	30,000	30,000	
	<b>Total Library Revenue</b>	<b>1,211,503</b>	<b>1,294,334</b>	<b>1,323,004</b>	<b>1,340,165</b>	
<b>REQUIREMENTS FOR LIBRARY</b>						
<b>MATERIALS &amp; SERVICES</b>						
201-201-455-3150	Computer Hardware/Software	624	1,293	1,000	4,050	LibCal (\$700 library contribution), W2W, Canva, Volgistics, FootFall Cam, Business Prime, <a href="#">Translate Live ILA</a> , MISC
201-201-455-3170	LINCC Consortium	34,396	37,374	39,400	39,000	Databases, eMaterials, RFID maintenance, text notifications, MobilePrint, LINCC email addresses, replacement tech, shared supplies
201-201-455-4450	Copier Lease & Maint	8,359	8,640	8,900	7,580	\$565/mo + overages
201-201-455-5800	Travel & Training	4,407	4,870	3,000	4,000	
201-201-455-5902	Internal Charge-Facilities	83,775	115,860	106,946	106,946	
201-201-455-5903	Internal Charge-Tech Services	40,231	52,704	84,000	84,000	
201-201-455-6100	Supplies & Services	22,031	28,820	15,000	15,000	Processing & office supplies, holds tape, two cell phones, iPad wireless plan, translation services, publicity & displays, postage, overages, MISC
201-201-455-6102	Cash Over & Short	(162)	(100)	-	-	None
201-201-455-6150	Library Collection	92,544	89,132	87,000	90,000	
201-201-455-6421	Lost Books Refunds	46	40	100	100	
201-201-455-6510	Volunteer Recognition	660	1,234	1,500	1,600	
201-201-455-6610	Grants-Library Expended	4,019	4,994	45,783	2,259	<b>Proposed:</b> R2R (\$4,245 grant total - \$1,986 teen intern wages added to "Page/Seasonal" personnel budget line = \$2,259)
201-201-455-6990	Donations-Library Expended	-	-	-	470	Foundation donation contribution for LibCal from FY 25-26
201-201-455-6992	Donations Expended FOL	23,686	28,988	30,000	30,000	includes cultural passes
201-201-455-6991	Donations - Kiwanis	-	14,943	10,000	10,000	
	<b>Total Library Materials &amp; Services</b>	<b>314,617</b>	<b>388,792</b>	<b>432,629</b>	<b>395,005</b>	
<b>DEBT SERVICE</b>						
201-201-470-9701	Interest Expense	13,939	13,457	15,000	11,794	
	<b>Total Library Debt Service</b>	<b>13,939</b>	<b>13,457</b>	<b>15,000</b>	<b>11,794</b>	
<b>SPECIAL PAYMENTS</b>						
201-201-498-0001	Special Payments-FOL Pass Thru	12,832.7	12,206.1	20,000.0	10,000	
	<b>Total Library Special Payments</b>	<b>12,832.7</b>	<b>12,206.1</b>	<b>20,000.0</b>	<b>10,000</b>	
<b>TRANSFERS OUT</b>						
201-201-491-0110	O/H to General Fund	193,407	233,244	177,855	177,855	
201-201-491-0223	Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000	
	<b>Total Library Transfers Out</b>	<b>693,407</b>	<b>733,244</b>	<b>677,855</b>	<b>677,855</b>	



## CANBY PUBLIC LIBRARY

### ADVISORY BOARD MEETING MINUTES

March 17, 2026

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

Absent: None.

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

February 2026 minutes and February 2026 Joint Meeting minutes were approved as written. Motion made by Kristi, Second by Lois. 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.** None.

**Library Director Bi-monthly Report.** See handout.

#### **Teen Liaison Report.**

In response to Canby School District budget cuts, a tax levy will be placed on the May ballot to recover \$5.9 million of the \$6 million funding shortfall.

#### **Friends of the Library Report.**

Friends of the Canby Public Library Update, via email, as of 3/17/2026 from Jill Tucker, Treasurer:

- The FOL is moving forward with the restructuring of the Book Garden
  - Mandatory volunteer trainings are being held on 3/23 and 3/28
  - FOL has updated our volunteer processes and procedures

- FOL will also be background checking all new and existing volunteers to comply with liability requirements
- Cashless payment system for the Book Garden will come online by mid-April
  - Volunteers have no interaction with this system and it is being implemented to streamline payment processing, reduce strain on library staff, and reduce City of Canby passthrough funding complexities
- Our first Friend-Raiser in 2025 was a success, bringing in over \$6000 and over 50 new friends. We will be repeating this annually in December
- Our new website canbyfol.org is live and we are finishing building out a few more features as we go but the primary pieces of our site are up and running
- We've had a busy Q1 so far and we are looking forward to bringing on new board members in Q2 to help us spread the word about making the library more than just books
- And lastly, we will be launching our new quarterly newsletter - the "More than Just Books" report in April and it will go out to our mailing list as well as up on our website and social media channels
- We have made the first half of our pledge to the library and stand firm in our commitment of \$30,000 for 2025-26 and we hope to grow our revenues to increase the size of that pledge moving forward.

Thanks so much for a moment of your time and the chance to let you know what the Friends have been up to!

## **Discussion Items**

### **Previous Meeting Action Items.**

*Action Item: The group discussed identifying the specific funding levels required to meet these Essential Standards and better serve the community.*

Response: It will cost approximately \$130-145k per year for a Bilingual Librarian (Spanish) with benefits and the Spanish-language premium.

*Action Item: The Board reviewed an unmet standard related to analyzing the City's social and economic conditions. While some related work is being conducted by the City and local organizations, it was recommended that the Library Director request and compile updated demographic data from the most recent Housing Needs Analysis (Planning Department), the City's Transportation Plan, the Chamber of Commerce, and the School District to ensure the library has comprehensive and current data.*

Response: This work will start next fiscal year. Stay tuned.

*Action Item: Library Director will consult with City Administration to determine next steps and clarify any legal requirements related to establishing a shared LAB email address.*

Response: After speaking with City administration and there being no board contact info posted for any board on their webpages, the Library Director has added her contact info on both LAB webpages and will then pass off any information to LAB if she is contacted. Both webpage notes say: "To contact the Library Advisory Board, please call or email the Library Director or attend a Library Advisory Board meeting." The Library Director's contact info is hyperlinked on both webpages.

*Action Item: Library Director will develop an annual calendar outlining recurring mandatory trainings and key discussion topics.*

Response: See next discussion topic.

*Action Item: Library Director will distribute information regarding relevant training opportunities to Board members.*

Response: 4/9/25 Ethics Training can be viewed [here](#). LAB members will complete this training individually.

*Action Item: Library Director will incorporate clear action items, desired outcomes, assigned responsibilities, and topic time limits into meeting agendas to ensure clarity on next steps and task ownership following discussions.*

Response: See March 2026 agenda. LAB members were satisfied with the changes and will let the Library Director know if there's more feedback in the future.

### **LAB Annual Work Plan.**

The board reviewed the work plan (see handout) and will come to the July 2026 meeting with discussion topic ideas and annual goals to add to the plan. This plan is a working document at all times.

**Library Budget Priorities.** See handout.

### *Which of these areas should remain the library's highest investment priority?*

Kristi communicated that overall organizational health is her suggested priority since this is the foundation of the library.

Zoe seconded organizational health as her suggested priority. She also said that the library is dealing with a budget deficit and the community needs to know this so they can advocate.

Lois agreed to organizational health as her priority as well, suggesting that a strong and healthy staff can overcome a lot of other obstacles.

Tiffany said organizational health makes it possible to do the other things. Another priority for her is the sustainability of the library budget.

Jen agreed with the comments above, but her priority is community education and outreach, followed by organizational health.

Aimee said programming and library services is her priority.

Linnea said organizational health was her priority.

The board agreed that all of the library's strategic priorities are important and that choosing a priority is a tough choice because of that.

The number of older adults relocating to Canby is increasing, highlighting the need for expanded outreach to senior centers and residential communities (e.g., assistance with placing holds). This may align with the role of an Outreach Librarian.

*Are there any services or resources you feel are especially important for the community right now? What emerging needs in the community should the library be thinking about?*

The lack of Spanish-speaking staff remains a significant service gap, as shown by the Oregon Library Association *Essential* Standards and evidenced by situations where children are asked to translate for parents in the library. A potential strategy to help if the library is not able to bring on a Bilingual Librarian due to budget concerns: Include partnerships with local schools (e.g., engaging bilingual students to help with Spanish-language translation during certain days/times in the library). However, there is also a concern about relying on private funding or volunteers to support services that should be sustained through public funding.

*If resources become limited, are there areas where the library could scale back without significantly impacting community service? What should the library protect first?*

Jen and Zoe said to protect staff first. Other board members agreed.

The main area that could be scaled back that does not involve personnel or internal charges is the collection budget. However, even if the library were to cut the entire \$90,000 collection budget, which has remained the same since pre-COVID, it would barely make a dent in the City's General Fund contribution to the library.

Paul suggested it would be beneficial to connect with the City's Budget Committee staff liaison and share any letters, emails, or community feedback related to the library, so they are informed ahead of the budget meetings in May.

### **Action Items**

- LAB members will complete the [4/9/25 Ethics Training](#) if they haven't already.

- LAB members will brainstorm future discussion topics to add to the LAB Annual Work Calendar.
- LAB members will send any questions or concerns about the budget process or the library budget to the Library Director as soon as possible.
- Future meeting discussion and tasks:
  - LAB Duties and Powers (all boards/committees will be reviewing these soon)
  - Review *Handbook for Public Library Board Members* (will review at July meeting)

### **Announcements**

There being no other concerns, reports or questions, the meeting adjourned at 7:00 p.m. The next meeting is scheduled for Tuesday, April 21, 2026, 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  
APRIL 21, 2026.









**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: January & February 2026**

To: The Honorable Mayor Hodson & City Council  
 From: Marisa Ely, Library Director  
 Prepared by: Same as above  
 Through: Randy Ealy, Interim City Administrator  
 Date: 3/10/2026

**2025 Council Goals & Objectives:**

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

**Statistics**

		<h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <p style="text-align: center;">JAN/FEB '26 SNAPSHOT</p>	
Items added to the collection - 1,200		Room reservations	273
Holds filled	9,079		New cards 201
Checkouts	Digital: 10,197 Physical: 42,238	General, Self-Directed & Outreach: 28 events - 783 participants	
Items checked in	40,072		Adult events - 20 Participants - 157
Reference interactions - 3,399		Children's events - 28 Participants - 1,020	
Visitors	16,875		Teen events - 7 Participants - 20

## Department Activities:

- Grant-funded *Career Center* stats:

Computer sessions:	Pages printed:	Supplies used:	Users who found success:
32	625	18	8

- The Library Director and Children's Librarian gave a presentation to *Canby Rotary* on January 30<sup>th</sup> about our Strategic Plan 2024-2027 progress and the Maker Lab!
- We had our second ever "Joint Meeting" between the Library Advisory Board, Friends of the Library, Library Foundation, Canby Kiwanis, and Todos Juntos on February 2<sup>nd</sup>. We discussed what each group does, how they support the library, and what each group can do to support each other.



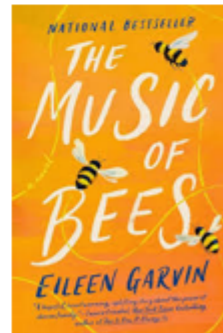
Type-In and Letter Writing Social (38 attendees)



Native Plants Program: 54 attendees

- All Ages Volunteer Day on February 28<sup>th</sup>: We had 29 participants who came out to support the library by cleaning, straightening, and working on projects!
- Upcoming events:

- Career Center*
  - 1-on-1 coaching, **March 12<sup>th</sup> and 26<sup>th</sup> at 11am**
  - Workshop: Mock Interviews, **March 10<sup>th</sup> at 10:30am**
- Maker Lab*:
  - 3D Modeling & Printing Club, **March 21<sup>st</sup> at 11am**
  - Lego D&D Castles & Creatures, **March 28<sup>th</sup> at 12pm**
- Canby Reads*: Book (Eileen Garvin's *The Music of Bees*) and Tiny Art Kit Giveaways begin on **March 19<sup>th</sup>**! →
- Adopt-A-Crop Presentation*, **March 21<sup>st</sup> at 1pm**
- Crochet with Vivien Wise*, **March 28<sup>th</sup> at 12pm** (registration required)
- Library Open House + Summer Reading Kickoff + Touch-A-Truck Event on First Thursday, June 4, 2026 from 5-7pm*



# Ever wonder what real value you get from using the library?



- ✦ **\$2.48 million** - Savings for Canby users thanks to resource access across the LINCC network
- ✦ **\$2.66 million** - Value of Canby-owned collection items checked out at libraries countywide
- ✦ **\$2.52 million** - Value of everything checked out right here at Canby Public Library



**That's millions of dollars back in our community—through books, audiobooks, movies, and more. Your library card is one of the best investments around!**



Library Advisory Board Annual Work Plan Calendar

JULY	AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> <li>• Officer Elections</li> <li>• Review Bylaws and <i>Handbook for Public Library Board Members</i></li> <li>• Public Meetings &amp; Ethics Refresher</li> <li>• Set Board Goals &amp; Work Plan Calendar</li> </ul>	<p><b>OPEN</b></p>	<p>Strategic Plan Progress Review</p>	<p>Annual Report / Presentation to City Council</p>
NOVEMBER	DECEMBER	JANUARY	FEBRUARY
<ul style="list-style-type: none"> <li>• State Library Statistical Report</li> <li>• LDAC Progress Report</li> </ul>	<ul style="list-style-type: none"> <li>• LDAC Progress Report (if needed)</li> <li>• OLA/PLD Standards Review</li> </ul>	<ul style="list-style-type: none"> <li>• OLA/PLD Standards Review (if needed)</li> <li>• <b>OPEN</b> (<i>Additional Items</i>)</li> </ul>	<p><b>OPEN</b></p>
MARCH	APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>• Library Budget Priorities</li> <li>• <b>OPEN</b> (<i>Additional Items, Minimal Prep</i>)</li> </ul> <p>*Budget Prep (busy season)</p>	<ul style="list-style-type: none"> <li>• Library Budget Meeting Prep</li> <li>• <b>OPEN</b> (<i>Additional Items, Minimal Prep</i>)</li> </ul> <p>*Budget Prep (busy season)</p>	<ul style="list-style-type: none"> <li>• Library Budget Overview</li> <li>• <b>OPEN</b> (<i>Additional Items, Minimal Prep</i>)</li> </ul> <p>*Budget Committee Meetings (busy season)</p>	<ul style="list-style-type: none"> <li>• Annual Online Survey Results Review</li> <li>• <b>OPEN</b> (Additional Items)</li> </ul>

Future discussion topics to add (according to survey responses):

- Community needs, feedback, issues, and equity considerations
- Library operations (collections, weeding, purchasing, services)
  - Usage data and trends
- LAB Duties & Powers
- Long-range planning for library services and facilities
- Budget season (communicating the library's value, priorities vs. tradeoffs, review and assumptions, advocacy/outreach opportunities)
- Strategic planning for 2028 and beyond will begin in late 2026 and early 2027

## Library Budget Priorities LAB Discussion

### Purpose

As the library plans for the upcoming fiscal year 26-27, we are identifying where limited resources can have the greatest impact. Your input will help ensure budget priorities support the library's **Strategic Plan (2024–2027)** and reflect the needs of the Canby community.

### Strategic Priority Areas

**1. Community Education & Outreach** - Supporting programs and partnerships that expand access to learning and connect the library with the broader community.

- School and community outreach
- Leveraging social media
- Grant funding to expand services and resources

**2. Programming & Library Services** - Providing high-quality, accessible resources and services that meet community interests and support reading, creativity, and discovery.

- Print and digital collections (books, eBooks, audiobooks)
- Educational workshops/programming (ie. Maker Lab STEAM activities, Career Center & Seed Library workshops)
- Cultural programming and community displays
- Access to new tools and creative resources

**3. Organizational Health & Sustainability** - Investing in the staff, board relationships, and systems that allow the library to deliver excellent service.

- Staff training and operational support
- Strong working relationships between support boards and organizations
- PRIORITIES DEPENDENT ON BUDGET: Bilingual staff member, outreach support, increased on-call budget

**4. BONUS: Library Space, Facilities, and Technology** - Furniture, accessibility improvements, meeting spaces, signage, and technology upgrades that support welcoming and functional library spaces

### Discussion Questions

1. Which of these areas should remain the library's highest investment priority?
2. Are there any services or resources you feel are especially important for the community right now? What emerging needs in the community should the library be thinking about?
3. If resources become limited, are there areas where the library could scale back without significantly impacting community service? What should the library protect first?

### Board Input / Notes / Questions

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