



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, June 16, 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.

May 19, 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)
 - April 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 Overview & Budget Meeting #1 Recap (40 min)
- **Action Items:** (5 min)
 - Annual Online Survey
 - Brainstorm topics to add to LAB Annual Work Plan Calendar
- **Announcements**
- **Adjournment**

Special Revenue Funds

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 area 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

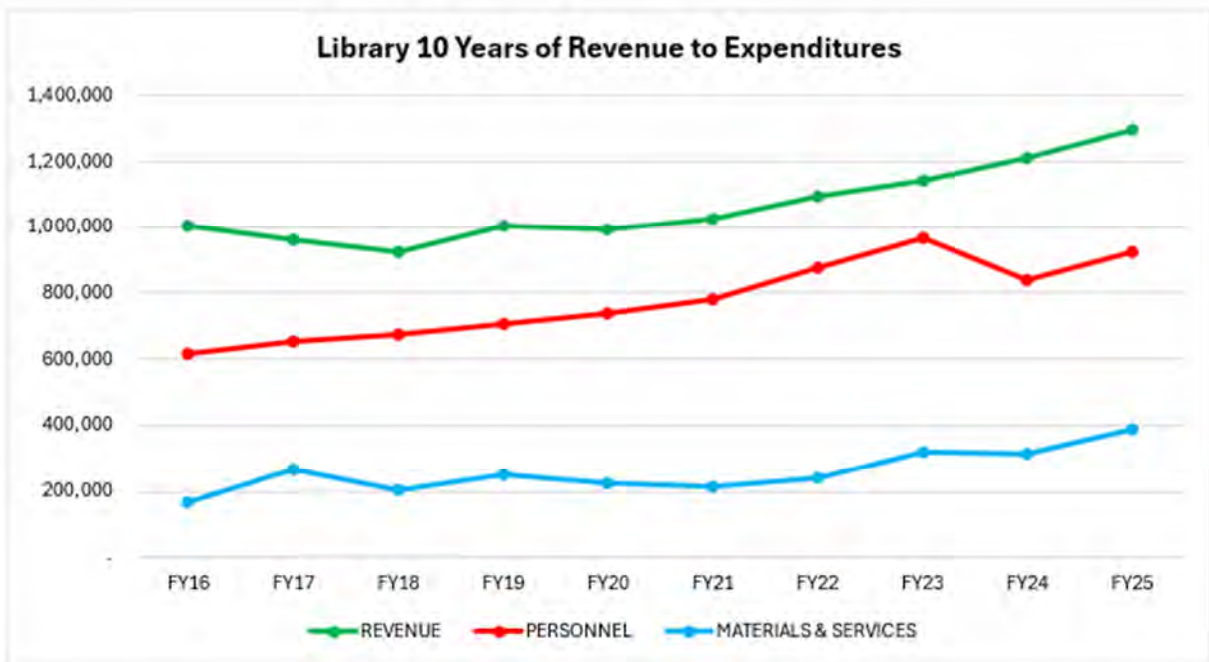
- Opened the grant-funded *Career Center*
- Continued building the *Canby Maker Lab* (for STEAM programs, funded by Canby Kiwanis), *Seed Library* (funded by Friends of the Canby Public Library), and *Library of Things* (funded in part by Friends of the Canby Public Library)
- Received and completed 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

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







Budget Detail

Library Fund

LIBRARY FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2026 Projected	FY2027 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	39,330	249,045	208,811	307,425	315,239
REVENUE					
CC Library District	1,122,566	1,177,729	1,223,904	1,223,904	1,270,920
Grants-Library	8,257	27,903	24,000	4,942	4,245
Library Fines & Fees	14,535	12,364	10,000	10,000	10,000
FOL Pass Thru Revenue	12,833	12,206	20,000	9,000	10,000
Miscellaneous Income	942	-	-	-	-
Interest Revenues	17,171	20,676	5,000	19,000	5,000
Donations-Library	6,676	15,015	10,100	10,470	10,000
Donations-FOL (Programming)	28,523	28,440	30,000	30,000	30,000
Total Library Revenue	1,211,503	1,294,334	1,323,004	1,307,316	1,340,165
TRANSFERS IN & OTHER SOURCES					
Interfund Loan Transfer from CPC	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund	375,000	335,000	325,000	325,000	325,000
Total Library Transfers In & Other Sources	875,000	835,000	825,000	825,000	825,000
TOTAL LIBRARY RESOURCES	2,125,833	2,378,378	2,356,815	2,439,741	2,480,404

COMMENTS & DETAILS

Ready 2 Read Grant

None

Interest rates have decreased

Kiwanis \$10K

LIBRARY FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2026 Projected	FY2027 Proposed
REQUIREMENTS FOR LIBRARY					
PERSONNEL SERVICES					
Regular Salaries and Wages	524,826	579,019	623,000	595,227	722,100
On Call	48,961	51,996	39,000	53,135	54,386
Library Page/Seasonal	300	2,790	-	1,985	5,531
Insurance Benefits	87,396	100,882	151,500	126,615	163,346
Taxes/Other	52,965	53,629	58,500	57,955	65,596
PERS Contributions	127,545	134,939	184,250	179,437	213,883
Total Library Personnel Services	841,993	923,254	1,056,250	1,014,354	1,224,841
FTE	9.8	8.4	8.9	9.2	9.7

COMMENTS & DETAILS

Additional 33 hours per week (3 pt employees working more hours)

teen intern

136% increase in last 10 years

Add 33 hours listed above. This is the only FTE increase in the budget

Budget Detail

Library Fund

MATERIALS & SERVICES

Computer Hardware/Software	624	1,293	1,000	1,200	4,050	LibCal, W2W, Canva, Volgistics, FootFall Cam, Business Prime, MISC & Translate Live ILA
LINCC Consortium	34,396	37,374	39,400	39,400	39,000	Databases, eMaterials, RFID maintenance, text notifications, MobilePrint, LINCC email addresses, replacement tech, shared supplies
Copier Lease & Maint	8,359	8,640	8,900	8,900	7,580	
Travel & Training	4,407	4,870	3,000	3,000	4,000	
Internal Charge-Facilities	83,775	115,860	106,946	106,946	106,946	
Internal Charge-Tech Services	40,231	52,704	84,000	84,000	73,190	
Supplies & Services	22,031	28,820	15,000	11,000	15,000	Processing & office supplies, holds tape, two cell phones, iPad wireless plan, translation services, publicity & displays, postage, overages, MISC
Cash Over & Short	(162)	(100)	-	-	-	
Library Collection	92,544	89,132	87,000	87,000	90,000	Adding books to the Library's collection of books
Lost Books Refunds	46	40	100	100	100	
Volunteer Recognition	660	1,234	1,500	1,600	1,600	
Grants-Library Expended	4,019	4,994	45,783	28,353	2,259	Ready to Read
Donations-Library Expended	-	-	-	-	470	Foundation donation contribution for LibCal from FY 25-26
Donations Expended FOL	23,686	28,988	30,000	30,000	30,000	includes cultural passes
Donations - Kiwanis	-	14,943	10,000	10,000	10,000	
Total Library Materials & Services	314,617	388,792	432,629	411,499	384,195	
DEBT SERVICE						
Interest Expense	13,939	13,457	15,000	11,794	-	
Total Library Debt Service	13,939	13,457	15,000	11,794	-	
SPECIAL PAYMENTS						
Special Payments-FOL Pass Thru	12,833	12,206	20,000	9,000	10,000	
Total Library Special Payments	12,833	12,206	20,000	9,000	10,000	
TRANSFERS OUT						
O/H to General Fund	193,407	233,244	177,855	177,855	217,951	
Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000	500,000	
Total Library Transfers Out	693,407	733,244	677,855	677,855	717,951	
OPERATING CONTINGENCY	-	-	74,444	-	-	
RESERVED FOR FUTURE EXPENDITURE						
Restricted FB - Library	249,045	307,425	-	-	-	
TOTAL LIBRARY REQUIREMENTS	2,125,832	2,378,378	2,356,815	2,439,741	2,480,404	



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

April 21, 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: Linda Warwick.

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

March 2026 meeting minutes were approved as written. Motion made by Lois, Second by Kristi. 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.

The library is winding down spending on two grants supporting accessibility improvements and the Career Center. An article on the Career Center was published in the April 2026 Canby Community Advantage Magazine. In addition, there is a one-third page insert about the Career Center being included with the May utility bills.

Canby Reads has been a major success so far, with all free copies of the book claimed in less than one week, and additional events still to come.

Sometime after May 1, the library will transition to a new program calendar and meeting room reservation system called LibCal, which will be easier for both staff and patrons to use, with more information coming soon.

Recruitment for a Summer Teen Intern is now open, and community members are encouraged to apply and share the opportunity. More information can be found on the City's website.

Within LINCC, the directors of Estacada, Oregon City, and Molalla libraries will retire in May and June.

Representatives from Canby, Lake Oswego, and LINCC Network will present to the County's City Managers in July regarding Library District issues.

The library's presentation for the Civic Engagement Academy took place on April 9 and it went well.

National Library Week is this week (April 19–25)! Celebrate with staff and share your library joy!

The library's annual survey on library services will be open from May 4th through June 4th. The Library Director will send out information and the survey link so LAB members can pass the information on. We want anyone to fill out the survey, not just library users and Cany residents. The survey results will shape library services for the next year.

Upcoming Budget Committee meetings are scheduled for May 14, May 21, and May 28 at 6pm. Please attend or watch if possible.

On June 4, from 5-7pm, the library will participate in *First Thursday* + Library Open House + Summer Reading Program Kickoff + Touch-A-Truck Event.

Teen Liaison Report.

Prom will be held on May 8 with the theme "Enchanted Forest" at the *World Forestry Center* in Portland.

The school district's tax levy vote is scheduled for May 9. Four furlough days were planned for this year, but the governor stated that this cannot occur, so four additional days will be added next year.

Friends of the Library Report. None.

Discussion Items

Library Budget Meeting Prep.

The Library Advisory Board members reviewed and discussed the most recent draft of the library narrative.

Suggested edits to the library narrative worksheet that will go in the final budget packet:

- In the top section, change “Canby residents” to “Canby area residents” since the library’s service area reaches beyond city limits.
- In the 2025-2026 highlights section, point out that the Maker Lab is funded by Canby Kiwanis, and the Seed Library and Library of Things are funded or partially funded by the Friends of the Canby Public Library.
- Mention that grant opportunities are drying up and that most grants do not help with operational support, which is the biggest need right now.
- Include that URD stands for Urban Renewal District

It may be useful to look at other LINCC library budget narratives (or equivalent) to see what their challenges are.

LAB members also reviewed the most recent draft of both projected and proposed budget numbers for the library and budget comparisons between LINCC libraries (especially Library District and City revenues).

Finally, we discussed the Library District funding formula as stated in the Library District Intergovernmental Agreement (available here <https://www.clackamas.us/librarydistrict/agreement.html>):

1. *For the purposes of this Agreement, the “Formula” shall be calculated consistent with the following concepts:*
 - a. *The District rate is \$0.3974 per \$1000 of assessed value.*
 - b. *Each year the District will receive the amount collected for the year plus delinquent taxes recovered from the previous year. The District will distribute funds when received using the formula described below and shown in the example.*
2. *The Formula has two components:*
 - a. *City Assessed Value Component : The annual distribution to a Library City for properties within its boundaries shall equal the assessed value of such Library City’s properties, as established annually by the Clackamas County Assessor, divided by the total assessed value of all properties in the District. This determines the Assessed Value Percentage Rate for each Library City. Each Library City will receive funds equal to the Assessed Value fund amount multiplied by its individual Assessed Value Percentage Rate.*
 - b. *Unincorporated Population Served Component: After calculation of each Library City’s Assessed Value fund amount, the District shall calculate the*

remaining funds to be distributed (the “Remainder Amount”) and distribute those funds based on the Unincorporated Population Served Percentage Rate based on the Service Area Maps attached to this Agreement as Attachment B . The term “Unincorporated Population” will also include residents of those cities that do not provide library services.

The Unincorporated Population Served Percentage Rate is determined by the number of unincorporated residents served by each City as allocated on the Service Area Maps divided by the total number of unincorporated residents within the District. Each Library City will receive funds equal to the Remainder Amount multiplied by its individual Unincorporated Service Area Percentage Rate.

3. *Prior year recovered delinquencies and interest earned : Recovered delinquent taxes combined with any interest earned will be distributed to Library Cities based on the distribution percentage allocations calculated in the previous tax year.*

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.
- 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, May 19, 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 MAY 19, 2026.



FY
22-23

FY
23-24

FY
24-25

FY
25-26
(PROJECTED)

Total Visitors	89,084	96,010	101,445	103,000
Room reservations	842	1,136	1,501	1,515
Items added to the collection	5,889	7,157	7,008	6,204
Holds filled	55,574	52,894	53,601	51,376
Digital checkouts	35,003	45,869	54,077	60,849
Items checked in	251,143	251,833	243,483	245,563
New cards	1,286	1,343	1,207	1,218
Physical checkouts	214,519	237,289	246,959	256,785
Reference questions	11,417	12,207	18,640	18,875
Computer sessions	5,384	6,136	6,176	6,258
Wi-Fi sessions	18,617	23,556	21,349	22,101
Career Center sessions	-	-	-	107
# of programs	155	382	449	426
Program participants	3,847	9,224	9,711	10,462