



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 20, 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.

September 15, 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)
 - July 2026
 - August 2026 (No Quorum)
- **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 Policy Manual Changes (5 min)
 - Community Needs, Issues, and Equity Considerations (20 min)
 - Short Survey for Library Non-Users (20 min)
- **Action Items:** (1 min)
 - (OCT) State Library Statistical Report
- **Announcements**
- **Adjournment**



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

July 21, 2026

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

Absent: Zoe Myers.

The meeting was called to order at 6:02 p.m. by Aimee Noss, Chair.

June 2026 meeting 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.

Paul will not be continuing on City Council after his term ends. He has other opportunities to pursue.

Chair Report. None.

Board Member Reports.

Kristi asked what kinds of reports and updates can be shared on this agenda item. It was clarified that Board members may share information related to Board activities and relevant work or initiatives in the local community or libraries in general.

Library District Advisory Committee (LDAC) Report.

The recent meeting took place on June 29, 2026. Discussion topics included Annual Progress Reports review, updates from the Task Force, and information about a future bylaws refresh.

Library Director Bi-monthly Report.

See attached May/June 2026 Bimonthly Report.

Teen Liaison Report. None.

Friends of the Library Report.

“Friends of the Library had a great first half of the year. It's been a year of change and we've welcomed several talented new board members.

Our Book Garden committee has worked hard to update signage, improve backroom processes, and, most excitingly, introduce contactless payments. Patrons can now pay with cash or card, and we've already received positive feedback about the added convenience.

Membership continues to grow, and our new website is now live, making it easier than ever for community members to join, volunteer, or donate online.

It's been a year of growth and positive change, and I'm incredibly proud of the hard work and dedication of our board and volunteers.”

Discussion Items

Officer Elections.

The Board Chair and Board Vice Chair positions are open for the next year of LAB meetings. Jen nominated Aimee to remain as Chair and Lois to remain as Vice Chair. Lois seconded the motion. There was no discussion. All in favor. None opposed. Motion passed.

Review Items: *Bylaws, Handbook for Public Library Board Members, Public Meetings and Ethics.*

See handout.

The Board reviewed key governance documents outlining the role, responsibilities, and expectations of Library Advisory Board members. Discussion covered the advisory role of the Board, its relationship to the City Council, member responsibilities and attendance expectations, quorum requirements, and the Board's authority to act only as a collective body. The Board also reviewed guidance on planning, policy recommendations, community engagement, and advocacy, along with Oregon ethics requirements related to conflicts of interest, gifts, and appropriate use of public office. City meeting policies were reviewed, including public meeting requirements, meeting procedures, respectful conduct, and the role of the Library Director as the primary point of communication for staff. Members were invited to suggest topics for future board training.

Board members asked several questions:

- Do library policies require City Council approval, or can they be adopted at the library level?
 - The Library Advisory Board approves/recommends policies while the Library Director adopts operational policies. Many routine, day-to-day policies (circulation, meeting room use, collection development, computer use, etc.) are

approved by the Director, often with Board review or endorsement, without going to City Council.

- City Council *could* become involved if:
 - The policy requires a change to the Canby Municipal Code
 - It creates or changes a City-wide policy
 - It has significant legal or financial implications
 - The City's governing documents specifically require Council approval
- Municipal Code 2.220.060 | "H) Recommending policies and procedures conducive to efficient and effective operation of the library"
- What is the appropriate procedure if a Library Advisory Board meeting becomes contentious or Board members engage in inappropriate conduct? Should the meeting be recessed, adjourned, or allowed to continue?
 - From City Council *Policies & Operating Guidelines*
 - From pg. 15
 - II. **Debate.** The following rules shall govern the debate of any item being discussed by the Council:
 - A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
 - B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
 - C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.
 - From pg. 19
 - II. **Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
 - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
 - Based on the City Council *Policies & Operating Guidelines*, Oregon Public Meetings Law, and Robert's Rules of Order, this would be the recommended procedure for managing disruptive meetings:
 - The Chair is responsible for maintaining order and ensuring meetings are conducted in a respectful, professional, and efficient manner. Vigorous debate is encouraged; however, personal attacks, disruptive behavior, or repeated interruptions are not appropriate. If discussion becomes

disruptive, the Chair should call members to order, remind them of the Board's expectations for respectful conduct, and redirect discussion to the business before the Board. If necessary, the Chair may call a brief recess. If order cannot be restored and the Board is unable to conduct business effectively, the meeting may be adjourned.

- What is the process for removing a member from the Library Advisory Board?
 - Repeated or serious misconduct should be addressed outside the meeting. If a Board member repeatedly violates standards of conduct, the issue should be handled through the City's established procedures for member discipline or removal rather than during the meeting itself.
 - From pg. 17 of City Council *Policies & Operating Guidelines*

II. Appointments of Members to Boards, Commissions and/or Committees.

A. Unless otherwise mandated by state law and except as provided for in the Canby Municipal Code, the mayor, in consultation with the Council liaison and staff liaison to a board, board, commission, or committee, shall interview potential candidates for open board positions and make a recommendation to Council of an appointee. Appointees shall be approved by a majority vote of the Council as part of the consent agenda. Any appointee's consideration or nomination may be removed from the consent agenda by majority vote of the Council present for further discussion and vote.

B. The applications of first-time appointees to advisory boards will be included in Council packets.

C. Unless otherwise prohibited by the Council, the mayor shall have the authority to create and appoint subcommittees of committees authorized by the Council.

D. Removals. All appointed persons may be removed by a majority vote of Council, in accordance with the Charter and any applicable employment contract.

- Under what circumstances, if any, may the Library Advisory Board hold an executive session?
 - Given the Board's advisory role, it is unlikely that executive sessions would be needed. Most of the Board's responsibilities like planning, policy recommendations, budget input, annual reports, and library advocacy are matters that should occur in open session.
 - The Library Advisory Board may hold an executive session only when authorized by Oregon Public Meetings Law (ORS 192.660). Executive sessions are limited to specific statutory purposes and may not be used to discuss general Board business, policy recommendations, Board appointments, or to resolve disagreements among Board members. Any final action or decision must be made in open session.
 - If the Board qualifies to hold executive sessions, it may do so only for one of the statutory reasons in ORS 192.660, such as:

- Discussing certain personnel matters
- Consulting with legal counsel regarding current or likely litigation
- Considering records exempt from public disclosure
- Etc. More here --> https://oregon.public.law/statutes/ors_192.660

Set board goals and work plan calendar.

For the January 2027 meeting, the Board added library trends and strategic planning to the annual calendar. For the library trends discussion, Board members expressed interest in exploring developments in libraries across the country and around the world, including trends in large and small communities and their implications for long-range planning.

For the February 2027 meeting, the Board added a review of the current LAB Duties & Powers and the *Handbook for Public Library Board Members*. A subcommittee will meet prior to February to review both documents, recommend revisions, and develop a Canby Public Library Advisory Board handbook for current and future Board members. The subcommittee will bring the results of that work to the February 2027 meeting.

Action Items

- (August) Collection Development presentation.
 - Library Director will invite the Friends of the Library to the presentation.
- (August) Community needs, feedback, issues, equity considerations.
 - Library Director will gather as much data as possible and will ask local community groups about those they serve and how the library can help.
- Library Director will reach out to the Friends of the Library to request, if possible, monthly updates with numbers and data related to the work being done.
- Lois will establish a subcommittee to review the current LAB Duties & Powers and the *Handbook for Public Library Board Members*, recommend revisions, and develop a Canby Public Library Advisory Board handbook for presentation at the February 2027 meeting.
- The Library Director will update the LAB Annual Work Plan Calendar, add Board member contact information to the back, and bring the final version to the August 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, August 20, 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
AUGUST 20, 2026.



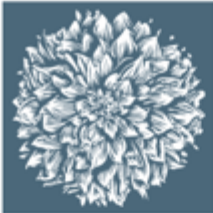
City of Canby Bi-Monthly Report
Department: Library
For Months of: May & June 2026

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Randy Ealy, Interim City Administrator
 Date: 7/7/2026

2025 Council Goals & Objectives:

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

Statistics

 CANBY PUBLIC LIBRARY MAY/JUN '26 SNAPSHOT	
Items added to the collection - 1,194* 	Room reservations 233
Holds filled 7,792	 New cards 247*
Checkouts  Digital: 10,755* Physical: 44,130*	Outreach & Inreach: 10 events - 831 participants
Items checked in 40,201*	 Adult events - 12 Participants - 112
Reference interactions - 3,228* 	Children's events - 14 Participants - 385
Visitors 17,419*	 Teen events - 9 Participants - 32

Department Activities:

- Grant-funded *Career Center* stats:

Computer sessions: 22	Pages printed: 511	Supplies used: 9	Users who found success: 10
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- Outreach: Attended four outreach events in May, including Bridging Cultures events, Canby Adult Center Resource Fair, and a high school visit, interacting with 299.



- Our annual Library Open House on June 4th was a success, with participation from the Library Advisory Board, Library Foundation, Friends of the Library, Canby Kiwanis, Bridging Cultures, Canby Pride, Canby Fire, and library volunteers. We had over 300 visitors and they completed 48 Bingo activity sheets! (pictured)



- The library moved to a new programming and meeting room reservation system called LibCal. It is much easier to use for patrons and staff.

- Our Summer Teen Intern, Finley, started on June 16th and she will be assisting our Children's Librarian with the annual Summer Reading Program that runs from June 1 – August 31st!

- Our new Maker Lab display is up thanks to Luana Hill, who is an active Maker Lab volunteer! (pictured)



- The LINCC Library Trail program (where folks visited each LINCC library) wrapped up on May 31st. This all-ages countywide program had 201 Canby patrons sign up, with 21 participants finishing. 3 people won prize bundles and one person won the grand prize gift card. (pictured)



- Upcoming events:

- *Lego Building Competition, July 9th at 5pm*
- Summer Reading Performances:
 - *Bilingual Music with Nathalia, July 10th at 11am* (Wait Park)
 - *Juggling with Rhys Thomas, July 17th at 11am* (Wait Park)
 - *Traditional Japanese Drumming with Entaiko, July 24th at 11am* (Wait Park)
 - *BEE AMAZED! With U of O's Museum of Natural and Cultural History, July 31st at 11am* (Wait Park)
- *Planning and Planting Your Fall and Winter Garden, July 11th at 1pm*
- *Clackamas County Repair Fair, July 18th at 10am*



Orientation & Expectations

1. Welcome & Purpose (2 minutes)

These documents answer the following questions:

- What is the Library Advisory Board's role?
- How do we conduct ourselves as public officials?
- How do we conduct meetings?
- Where do our authority and responsibilities come from?

2. Canby Library Board Bylaws / Municipal Code (6 minutes)

This document defines *your job as a LAB member*.

This Board is an advisory board--

- The **City Council is the governing body** of the Canby Public Library
- The Library Board advises the City Council—it does not make final policy or budget decisions

Board responsibilities--

Review *Powers & Duties*.

Expectations--

- Four-year terms; two consecutive term limit
- Attendance expectations – miss no more than 3 meetings in a calendar year without communication/approval from the Board Chair & Library Director
- Five members needed for a quorum

3. Handbook for Oregon Public Library Board Members (7 minutes)

Main three ideas:

Advisory Board (p. 12)

Individual vs. Board Authority

- Individual members do not direct staff
- Authority exists only when acting together as a board

Board's Role (p. 14-15)

Primary work involves:

- Planning
- Policy recommendations
- Community engagement
- Advocacy

- Strategic thinking

4. Oregon Ethics Guide (5 minutes)

The main issues to keep in mind:

- **Conflict of Interest:** If a board member has a financial conflict—or even a potential conflict—they should disclose it before discussion
- **Gifts:** Public officials have restrictions on gifts from people or organizations with interests before the board
- **Use of Position:** Board members should not use their position for personal benefit
- **When in doubt...**
 - Ask library or city administration or before acting
 - Ethics laws protect both the public and board members

5. City Policies & Operating Guidelines (3 minutes)

The pieces that affect LAB meetings:

- Robert's Rules are used as a guide, but common sense comes first
- Public meetings are open
- Respectful discussion and decorum are expected
- Staff work through the Library Director rather than receiving direction from individual board members
- Importance of accountability and ethical conduct

6. Questions & Discussion (2 minutes)

- Are there topics you'd like additional training on later this year?



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

(No Quorum)

August 18, 2026

Present: Lois Brooks (Vice Chair), Linda Warwick, Zoe Myers, Linnea Stormo (Teen Liaison), Paul Waterman (Council Liaison), Marisa Ely (Library Director), and Steven Hager (Collection Development Librarian).

Absent: Jen Kraxberger, Tiffany Mach, Kristi Smith, and Aimee Noss (Chair).

The meeting was called to order at 6:00 p.m. by Lois Brooks, Vice Chair.

We did not have a quorum.

Information Reports

Council Liaison Report.

An update was provided on the Urban Growth Boundary planning process, which may create opportunities for additional housing for families. Additional planning sessions are forthcoming, and community members are encouraged to attend and provide input.

E-bike ordinance education and training efforts are currently underway. The Police Department is focusing on community education and participation. The possibility of the Library serving as an informational resource and coordinating with the Police Department was discussed.

Board Member Reports.

Lois provided an update on the LAB Duties and Powers document, with a focus on clarifying the role and responsibilities of the Library Advisory Board (LAB). She proposed using the *Handbook for Public Library Board Members in Oregon* as a model to develop a Canby-specific LAB handbook. A subcommittee may be formed to work on the current draft, with the goal of bringing a revised document to the LAB in early 2027.

Library Director Bi-monthly Report.

The annual Summer Reading Program ends on August 31! Final participation and program statistics will be shared soon.

The library will host an All-Ages Volunteer Day on August 22.

Planning is also underway for the 10-year anniversary of the Library/Civic Building in October 2026. Staff are working on a special display for the new display case featuring historic artifacts, photographs from opening day, and other materials highlighting the building and library's history.

On the LINCC front, library directors continue to meet with Clackamas County city managers to move recommendations from the Library District Task Force discussions forward. Current work is focused in particular on developing a new LINCC Strategic Plan as the Library District approaches its 20th anniversary in 2028. The Library District's tax rate has remained unchanged since it was established in 2008, contributing to funding challenges for many libraries in the district.

Teen Liaison Report.

No additional budget information for the School District is available at this time. Fundraisers are being held to support sports programs, and the first day of school is August 31.

Friends of the Library Report.

Dear Library Advisory Board,

On behalf of the Friends of the Library, I'm happy to share a brief update on our current activities and upcoming events.

Friends of the Library Updates:

- *The Book Garden continues to do well, and our contactless payment system has been a great success. It has made purchasing easier for our community while removing the headache of payment processing for the City and simplifying bookkeeping for the Friends.*
- *Join us at the upcoming Dahlia Festival Sale on August 29 from 9:00 AM–5:00 PM. We'd love to see you there!*
- *Our Marketing & Design Committee has been busy refreshing our graphics and promotional materials and will be relaunching the Friends newsletter in the coming weeks.*
- *Questions or communications for the Friends Board can be sent to board@canbyfol.org. This is the best way to ensure a timely response from the Board.*
- *As always, the Friends remain committed to supporting the library, its staff, and its mission through fundraising, advocacy, volunteer efforts, and community engagement.*

If the Library Advisory Board has a specific question for the Friends, please feel free to contact us at board@canbyfol.org.

Warmly,

Megan Waterman

President

Discussion Items

Collection Development Presentation. See attachment.

Steven Hager, Collection Development Librarian, gave a presentation to the board on the library's collection development and materials selection processes.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 7:05 p.m. The next meeting is scheduled for Tuesday, September 15, 2026, at 6:00 p.m. in the Council Chambers or via Zoom.

Respectfully submitted,

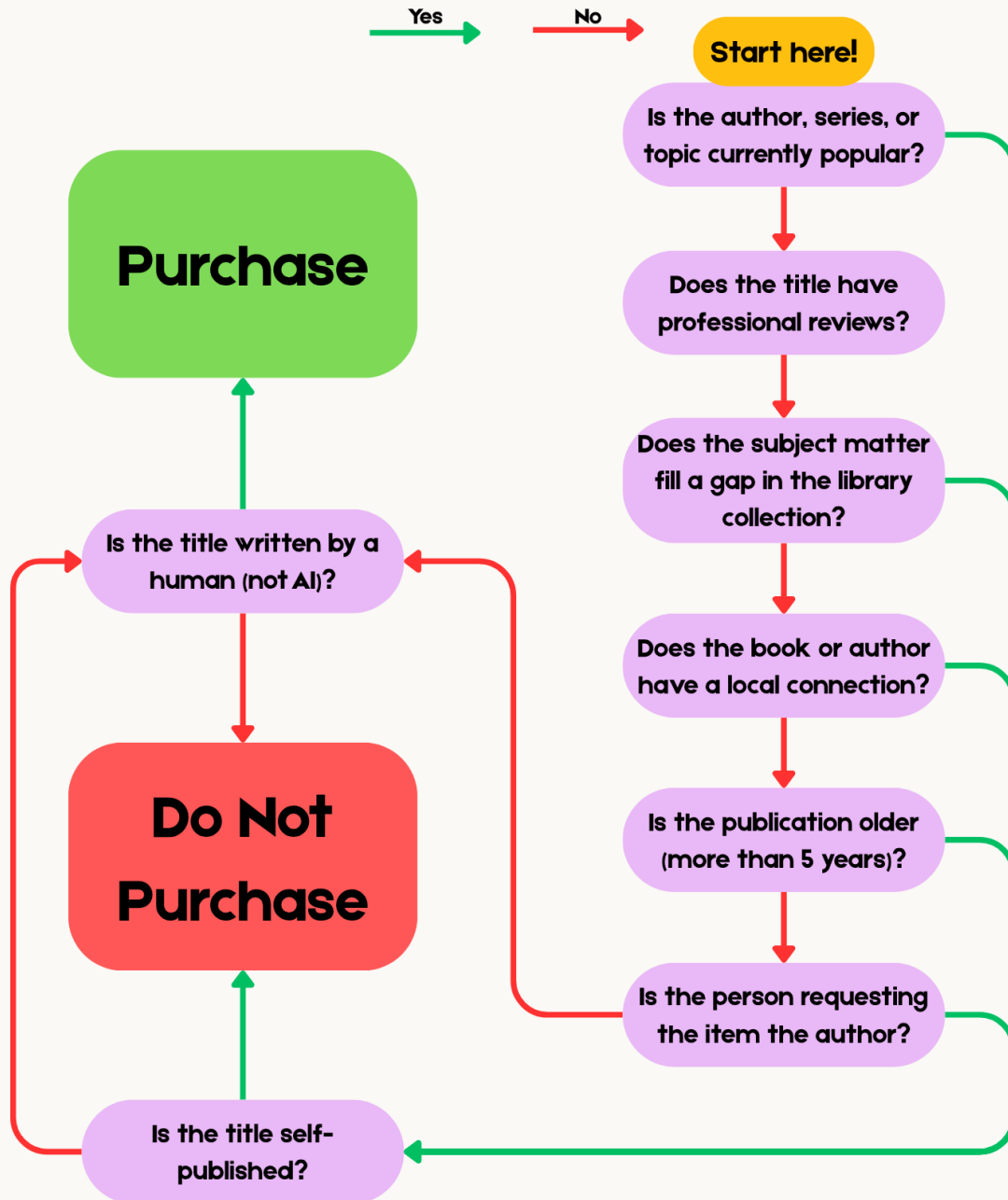
Marisa Ely

Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON
SEPTEMBER 15, 2026.

Evaluating Purchase Requests

This diagram is not intended to be exhaustive or prescriptive. These are the types of questions selectors might ask when evaluating a purchase request. Most patron purchase requests are approved, including some self-published items.



Community Needs, Issues, and Equity Considerations

Community Needs

- *Population Growth*: Canby is projected to add thousands of new residents over the next 20 years, increasing demand for library collections, technology, programs, meeting and study spaces, and staff capacity.
- *Families and Youth*: Canby's large population of children and families creates continued demand for early literacy, homework and STEAM support, youth spaces, family programming, etc.
- *Older Adults*: Nearly one in five residents is age 65 or older. This population may increasingly benefit from large print materials, home delivery, technology assistance, lifelong learning, social opportunities, and accessible facilities and services.
- *Lifelong Learning and Information Access*: Residents rely on the library for resources that support digital skills, workforce development, financial literacy, language learning, small businesses, civic education, and assistance navigating government services, benefits, employment resources, etc.
- *Community Gathering Space*: As Canby grows, the library's role as a free and welcoming community space becomes increasingly important. Demand continues for meeting rooms, quiet study areas, flexible spaces, community events, and opportunities to connect with local organizations.

Issues and Challenges

Several issues directly affect how residents use and rely on the library:

- *Housing and Cost of Living*: Financial pressures increase the importance of free access to books, entertainment, internet, technology, educational resources, children's activities, meeting spaces, and community information.
- *Transportation*: Transportation can be a barrier for seniors, youth, people with disabilities, lower-income households, and rural residents, limiting access to library programs and other community resources.
- *Digital Divide*: Reliable internet, Wi-Fi, public computers, printing, technology assistance, and help accessing online government and community services remain essential.
- *Mental Health and Social Isolation*: The library provides a welcoming public space for social connection, recreation, learning, community information, and referrals to local resources.

Equity Considerations

- *Language Access*: Approximately 20-22% of Canby residents identify as Hispanic or Latino, making language access an important consideration. Opportunities include Spanish-language collections, bilingual programming and outreach, translation of key information, and partnerships with organizations serving Spanish-speaking families.
- *Economic Equity*: The library reduces financial barriers by providing free access to technology, internet, educational and cultural resources, Career Center, learning opportunities, and public spaces.

- *Accessibility:* Continued attention should be given to accessible facilities and furniture, assistive technology, large print and accessible digital materials, inclusive programming, and reducing barriers for people with disabilities.
- *Rural and Transportation Access:* The library serves unincorporated residents beyond Canby city limits, including people who may have fewer nearby services. Transportation, internet access, outreach, digital resources, and convenient service hours can help improve access.
- *Inclusive Community Representation:* Library collections, displays, programs, services, and partnerships should reflect Canby's diverse cultures, ages, abilities, backgrounds, and life experiences, with particular attention to populations that may face barriers to participation.
- *Health and Social Equity:* Transportation, access to services, health literacy, mental health, and social connection are interconnected community concerns. The library can support these needs by providing trusted information, internet access, welcoming public spaces, educational opportunities, and connections to community resources.

What Does This Mean for the Library?

Potentially more focus on:

- Early literacy, youth, teen, and family programming and services
- Programming for older adults and lifelong learners
- Opportunities for technology help
- Bilingual services, collections, and outreach
- Accessible and flexible library spaces
- Partnerships with schools, nonprofits, community organizations, and other city departments
- Serving those in unincorporated areas
- Long-term planning for facilities, staffing, collections, and services as Canby grows and needs change

Discussion Questions

1. **What are the biggest needs in Canby that the library is uniquely positioned to help address?**
2. **Which needs are growing or have become more important in recent years?**
3. **Are there important community needs we are not currently meeting?**
4. **What community issues are you seeing at the library?**
5. **Who in our community may face barriers to using the library, and what are those barriers?**
6. **Where are the greatest opportunities for improvement?**
7. **What partnerships could help us better address community needs?**

Change 1: Removal of individual damaged material fees (6.4.3)

- Charges for individual parts are discontinued. Lost or damaged items will be processed as full item replacements according to the FY 26-27 Master Fee Schedule.
 - The library uses donated and recycled DVD cases to replace missing or damaged DVD/CD case costs.

Change 2: Claims returned (6.4.5)

- Per LINCC, Claims Returned (CR) now only stay on a patron's record for 12 months and then are discarded from the patron database every calendar year in January. Patrons cannot have more than 6 CR's on their account.

Change 3: Removal of patron credits (6.4.6.2)

- Beginning August 1, 2026, patron credit accounts are no longer created at any LINCC library. This means that if a patron pays for a lost item and returns it, they will not receive a credit balance. [Note: If an item is paid for and returned within 30 days, patrons can still get a refund.] Library staff encourage patrons not to pay for an item before it has been renewed the maximum number of times. We want to provide every opportunity for the patron to return the item before paying.
 - Existing credit balances will remain. Staff will continue to apply existing credit balances to fines/fees.

Change 4: Cultural passes (14.1)

- Per LINCC, we are simply updating the language for the Cultural Pass Express service.

6.4.2 LOST OR DAMAGED MATERIALS

The LINCC system shares a catalog, but each library owns its own materials and makes individual policy decisions regarding lost and damaged items. It is the policy of the Canby Public Library to accept replacement copies of lost or damaged adult materials published in the current or previous calendar year. Requests to accept replacement copies for children's materials will be reviewed by the Children's Librarian. If an item becomes lost or too damaged to circulate, the patron who checked the materials out will be charged the full replacement cost of the item. If the patron does not resolve the issue until past the item's due date, it may also accrue overdue fines. Patrons are not responsible for normal wear and tear.

Items not returned by 30 days after the due date will be deemed as lost. The charge for a lost item is the cost of the item plus any overdue charges. Lost items borrowed from other libraries will be charged according to the fees of the owning library. Patrons may pay for lost items at any LINCC library or online.

Any item damaged beyond repair will be removed from circulation and the patron will be billed the replacement cost. The replacement cost for damaged materials is the cost of the item as noted in the library's database. The library is not responsible for personal equipment damaged by library materials.

6.4.3 LOST OR DAMAGED MATERIAL FEES

6.4.3.1 *Books*

- Cost of the book as indicated in the library's database.
- ~~Missing book jacket~~ _____ ~~\$3.00~~

6.4.3.2 *CD Audiobooks*

- Cost of the audiobook as indicated in the library's database.
- ~~Disc~~ _____ ~~\$7.95 per disc~~
- ~~CD case~~ _____ ~~\$3.00~~

6.4.3.3 *DVDs*

- Cost of the DVD as indicated in the library's database.
- ~~DVD case~~ _____ ~~\$3.00~~

6.4.3.4 *Music CDs*

- Cost of the music CD as indicated in the library's database.
- ~~Case~~ _____ ~~\$2.00~~

- 6.4.3.5 *Returned Check Fee* \$25.00
- 6.4.3.6 *Library of Things Items* Cost of the item
- Cost of each component as listed in the item record

6.4.4 WAIVING FINES

Library staff may waive fines charged to patron records under certain circumstances. These include a crisis (family, medical, financial, etc.); theft; or possible error. The Director or Library Manager must be notified of any fines waived in excess. Library staff may not waive charges on their own accounts or those of their family members, friends or household members, lost or damaged charges for other libraries items including ILL items.

6.4.5 CLAIMS RETURNED

If a patron claims that they returned an item still listed as checked out to them, a staff member will search for the item. If the item is found, library staff will immediately remove all associated charges from the patron's account. If the item is not found, the staff member will put the item in "claims returned" status which relieves the patron of responsibility. Each patron has a ~~lifetime~~ limit of 6 claims returns.

~~A patron may have up to five active claims returned at any one time.~~ If a material claimed return is found on the shelf that claimed return will not count towards the patron's limit.

6.4.6 REFUND/CREDIT FOR LOST ITEMS

6.4.6.1 REFUNDS

The LINCC library that collected the money will issue the refund. A refund of the replacement cost may also be issued providing the patron meets the following conditions:

- Patrons must bring back the lost item and receipt within 30 days of payment.
- Only lost charges will be refunded. Overdue fines are not refundable.

No cash refunds will be given. All refunds will be issued by check through the City of Canby's Finance Department.

6.4.6.2 ~~CREDIT TO LIBRARY ACCOUNT~~

~~Lost items returned in good condition to the library within six months after the replacement cost has been paid can be checked in to create a credit balance on the patron's account. The credit amount will be in the amount of the item price the patron paid.~~

14.1 DESCRIPTION

The cultural pass program provides free, or discounted, admittance to local cultural venues in the Portland area. In April of 2019, all LINCC libraries agreed to consolidate their cultural passes for the convenience of patrons into an online e-pass system. Venues may limit their number of e-pass reservations. The number of persons admitted to a particular venue with a pass varies in accordance with each institution's regulations. Patrons may incur additional expenses. It is the patron's responsibility to contact the institution regarding specific admission requirements.

As of April 1, 2019, all pass reservations are made on the Cultural Pass Express page on lincc.org. Only the following card types are eligible to use the ePass service:

Eligible:

- ADMIN
- GENERAL
- HOMEBOUND
- NON-MIX
- TEMP

Non-eligible:

- COMP-ONLY
- EDUCATOR
- INSTITUTE
- PASSPORT
- SCHOOL
- SCHOOLCUST
- ECARD

Additional restrictions on access:

- Patron must be 18 or older (16 or older for the Chinese Garden and Oregon Garden)
- Patron's account must be in good standing and active status.
- Patrons may have ~~only~~ **up to** two active **(same day or future)** reservations at any given time, ~~and for separate venues. (The Oregon State Parks is the sole exception. This pass may be reserved for two consecutive days.)~~ **but they must be for different venues or in separate reservation periods (month or year).**
- ~~Most venues limit reservations to one per month, per patron, and the following venues limit reservations to one per calendar year:~~
 - ~~○ Lan Su Chinese Garden~~
 - ~~○ Pittock Mansion~~
 - ~~○ Portland Japanese Garden~~
 - ~~○ Portland Art Museum~~
 - ~~○ Portland Opera~~
- **Each venue has their own criteria, but generally, passes are available once per calendar month or year.**

Policy Manual Changes | August 2026

- Passes are non-transferable.
- Reservations can be made up to 3 months in advance (**current month plus next two full months**).
- Once a pass has been downloaded/printed, it cannot be canceled by the patron. Only a supervisor/manager may cancel a reservation once a pass has been downloaded/printed.
- Reservations cannot be canceled after the date of use even if the patron did not visit the venue.
- A valid photo ID, matching the name of the person on the reservation, is required for redemption of the pass at the venue.
- The library reserves the right to change limits in the future due to demand and venue restrictions.
- Email is not required to use the ePass service.



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City of Canby Bi-Monthly Report
Department: Library
For Months of: July & August 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: 9/8/2026

2025 Council Goals & Objectives:

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

Statistics

 CANBY PUBLIC LIBRARY JUL/AUG '26 SNAPSHOT	
Items added to the collection - 1,531* 	Room reservations 175
Holds filled 8,445	 New cards 264*
Checkouts  Digital: 11,032* Physical: 45,774*	Self-Directed, Outreach, Inreach: 21 events - 1,018 participants
Items checked in 42,000*	 Adult events - 5 Participants - 65
Reference interactions - 3,275 	Children/Family events - 13 Participants - 1,172
Visitors 17,705*	 Teen events - 4 Participants - 18

Department Activities:

- Grant-funded *Career Center* stats:

Computer sessions:	Pages printed:	Supplies used:	Users found success:
21	269	6	2

- Our Summer Teen Intern, Finley, completed her internship at the end of August. She did so much for the library during her 11-week internship, and we miss her already!
- We hosted two Red Cross Blood Drives, and they collected **48 units** of blood, which could save **144 lives**!
- Our annual Lego Competition took place in July. The voted #1 winner went to build titled, "The Magic of the Library"!
- Kiwanis Club of Canby generously donated **\$10,000** to the library's Maker Lab to help us continue providing STEAM programming!
- Library volunteers completed **2,308 hours** in FY 25-26. That is a 23% increase over FY 24-25!
- Our quarterly All-Ages Volunteer Day on August 22nd was a blast!
- Annual Summer Reading Program statistics:
 - Kids: **803** sign-ups | **286** finishers
 - Teens: **213** sign-ups | **47** finishers
 - Adults: **290** sign-ups | **104** finishers
- Upcoming events:
 - Minecraft Club*, Sept 8th and 22nd at 4:30pm
 - Good Death/Good Life Cafe*, Sept 9th at 10:30am
 - Computer Basics*, Sept 15th at 11am
 - Watercolor Workshop for Adults*, Sept 19th at 1pm
 - Garlic Class & Giveaway*, Sept 26th at 1pm
 - Spice Club*, begins Oct 1st

