



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, August 21, 2018**

8/12/18

**4:00 P.M. Regular Meeting 3rd Floor Conference Room
900 SE Douglas Ave., Roseburg, Oregon 97470**

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

<u>Chair:</u>	Brian Prawitz		
<u>Commissioners:</u>	Marcy Belzner	Mandy Elder	Francesca Guyer
	Laura Harvey	Theresa Lundy	Kelly Peter

III. APPROVAL OF MINUTES

A. July 17, 2018

IV. DISCUSSION ITEMS

A. Subscription List

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: September 18, 2018

VII. INFORMATIONAL

- A. State Library Update
- B. E-Book Options
- C. Library Policies
 - a. Student cards – Roseburg Public Schools estimates 2490 students (1245 households) living outside of City limits.
- D. Renovations
- E. Staffing

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
July 17, 2018**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on July 17, 2018 in the 3rd Floor Conference Room at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL:

Present: Chair Brian Prawitz, Commissioners Marcy Belzner, Mandy Elder, Francesca Guyer, Theresa Lundy, Kelly Peter and Laura Harvey.

Absent:

Attending Staff: City Manager Lance Colley, Library Director Kris Wiley, City Recorder Amy Sowa, Management Assistant Koree Tate

Others Present: Jackie Sutton and Wendell Hall, Friends of the Library

APPROVAL OF MINUTES

Commissioner Lundy moved to approve the June 19, 2018 minutes as presented; Commissioner Peter seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS:

Determine Term Expiration Dates for Commissioners

Mr. Colley explained there are six commission positions that will need to have staggered expiration terms. Members drew a number to determine their term expiration. Term expirations are as follows:

One Year – Laura Harvey and Theresa Lundy

Two Year – Marcy Belzner and Francesca Guyer

Three Year – Mandy Elder and Kelly Peter

Mr. Colley explained those with a one year expiration will have the opportunity to renew their terms.

Policy Development

Ms. Wiley led a discussion on policy development. The Commission received information on library policies that are being drafted, including Rules of Conduct, Collection Development, Circulation, Internet Use, etc. Mr. Colley added he had reviewed the Oregon Library Association policies and noted their high standards. In response to Commissioner Belzner, Mr. Colley explained the high standards refer to hours of operation, having a strategic plan, fulltime paid director and employees present during all open hours of operation. In order to qualify for state funding for some programs, you have to meet a number of standards. Ms. Wiley stated this was a map to use as guidance before submitting Roseburg's plan. The first step is to become legally established by the State Library and a submittal will be sent by the end of the week.

In response to Chair Prawitz, Ms. Wiley explained a youth advisory committee would not be a policy, but more of a procedure to have in place. Chair Prawitz asked about a certain level of assurance there would be agreements the Commission could recommend. Mr. Colley stated those would not be part of the state policies, but would be items to discuss internally with the Library Commission. Some policies will be included in the Municipal Code and others by reference.

E-Book Options

The Commission reviewed information on ebook and eaudiobook solutions from OverDrive, the platform used by the Oregon Digital Library Consortium through Library2go; cloudLibrary, a bibliotheca product; and hoopla, a Midwest Tape product. Ms. Wiley is meeting with Bob Bell of the Douglas County Library Association to discuss participation with a program and will clarify what DCLA is using. Commissioner Peter suggested Hoopla may be a temporary solution until the library can be recognized for the OverDrive program. OverDrive recently revamped their application to be more user friendly. Commissioner Belzner was concerned if there would be a cost to patrons for the program. Mr. Colley suggested there may be a cost for library card holders outside city limits, but that will be determined in the future and with the City Council. Only Council has the authority to set and approve fees within the City. Ms. Wiley has been researching fees with other libraries and explained there could be options dependent on the geographic range of where a citizen lives similar to the City Parks Department for park reservations.

Mr. Colley and Ms. Wiley would like to develop a library card for students and teachers that would not be bound by where they live, but provide access to those within the public school district. Commissioners Elder and Harvey confirmed students all have identification cards and could potentially have them connected to the library. In response to Commissioners Lundy and Belzner, Ms. Wiley explained students and teachers from charter schools, private schools and homeschools could be considered for inclusion in the future. She recommended starting with a smaller group as a pilot program. Mr. Colley added it would be nice to include all children in Douglas County, but it was important to consider costs for the library. Financial assistance from a larger agency would be needed to help make this cost effective. Commissioner Harvey suggested charging fees in different package options, such as quarterly, to assist families who cannot pay a larger annual fee up front. Chair Prawitz added there would be more discussion in the future regarding fees and how best to proceed.

AUDIENCE PARTICIPATION: None

BUSINESS FROM THE COMMISSION:

The floor was opened up to present any business they had for the commission. Commissioner Harvey shared some local school libraries are open during the summer and have experienced good attendance. Information is available on social media and posted at the door. Commissioner Peter informed members there is a rants and rave section to Facebook and noted there was a clear line between those who want the library open and those who did not see the need. She was happy to see that many knew about the reopening and are excited to see the doors re-open. Chair Prawitz shared it is difficult to obtain accurate information on social media. Many people did not know the library closed, how it closed or why. In his opinion, you can never say enough about what is happening to help provide accurate information out to the community.

Commissioner Elder expressed interest in reviewing households to determine how many children were in the school system. Commissioner Harvey added she was interested in the type of arrangements that could be made for families with a child in the Roseburg School District, but maybe a younger sibling is not. Chair Prawitz agreed that was a good topic for future discussion. He would also like to include the meeting minutes in Spanish to post to the website as there is a current member who can translate. Commissioner Belzner was interested in population demographics to determine if that was needed. Mr. Colley noted 11% of the population is non-caucasian and over half of that is Latino. Commissioner Belzner shared she has a friend from Germany who has the option on her computer to translate to English, so if people wanted translated information there are options available. Commissioner Guyer confirmed there was a foreign language section in the Douglas County Library that included many options. Chair Prawitz responded he would like to send the message to the community that all are welcome to the library.

Mr. Colley shared information about a meeting with Matt Wagner, an artist from Portland, who has been commissioned by Travel Oregon to paint a mural for free in Roseburg. They looked at the parking garage and library as possible locations. A suggested 12x20 mural location at the library would be to the right, west side of the entrance, featuring Crater Lake. The mural would be recognized with Travel Oregon and Travel Southern Oregon promoting the community, tourism and the library. Commissioner Lundy agreed this would provide free publicity and a nice addition to the building as a gateway to Crater Lake. Chair Prawitz directed Mr. Colley to check with City Council to proceed with this idea.

INFORMATIONAL:

Mr. Colley reported he had entered into an agreement with Douglas Education Service District (ESD) and will attend a preconstruction meeting this week. City Council awarded the amendment to Vitus Construction who will begin work soon. Currently, the cost for renovation is \$775,000. Current money and commitments received is just over \$600,000 and Mr. Colley is continuing his fundraising efforts to secure enough funding to cover costs and possibly re-carpet the portion of the library that is not undergoing construction. Chair Prawitz thanked Mr. Colley and City Staff for all their hard work to reopen the library and secure funding.

Ms. Wiley stated job postings have been placed on the City website, newspaper and other media sites for the volunteer coordinator and youth services librarian. The goal is to have each position in place by mid-September for training, purchasing materials and preparation for when the library opens. Ms. Wiley shared the news of receiving a \$7500 donation that will be used to purchase collection books. Chair Prawitz asked Ms. Wiley what her response would be to comments that a volunteer service coordinator could not do their job in only 24 hours a week. Ms. Wiley explained there needs to be a starting point to have a vibrant library with a passionate community to rebuild. Mr. Colley interjected that the position would ideally be fulltime and if support is received from the community or other entities, there could be opportunity to increase the hours during a future budget process.

Commissioner Belzner asked if volunteers could work during hours that are not open to the public. Ms. Wiley confirmed there would be times available outside operational hours for shelving and other volunteer activities. Initially, hours of operation will consist of 30 hours for the following:

Tuesday and Thursday – 2:00 p.m. to 8:00 p.m.

Wednesday and Friday – 11:00 a.m. to 5:00 p.m.

Saturdays – 10:00 a.m. to 2:00 p.m.

In response to Commissioner Peter, Ms. Wiley confirmed there would be two people present, during open hours, but the goal is to have three.

ADJOURNMENT:

The meeting adjourned at 5:08 p.m. The next meeting is scheduled for Tuesday, August 21, 2018. The location is set at City Hall's 3rd floor conference room due to library construction.



Koree Tate
Management Assistant

ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



COMMISSION AGENDA

Meeting Date: August 21, 2018
Department: City Manager Office
www.cityofroseburg.org

Agenda Section: Discussion items
Staff Contact: Lance Colley/Kris Wiley
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date August 21, 2018.

BACKGROUND

A. Discussion items.

The following are discussion items on your agenda.

1. The Library Director has prepared a list of magazine and newspaper subscriptions with pricing quotes provided by two vendors. Pricing is for one year based on an October 1, 2018, start date. The director's goal is to provide a broad array of popular magazines within the constraints of a limited budget as well as newspapers of highest interest to Roseburg residents.

SUGGESTED MOTION- none

ATTACHMENTS –Subscriptions List

Subscriptions

Title	Subject	Ebsco	Rivistas	Direct from Paper
News-Review (Roseburg)	newspaper	\$156.00	\$154.00	\$135.00
Roseburg Beacon	newspaper		\$39.00	\$39.00
Oregonian	newspaper	\$470.00	\$446.40	Wed/Fri/Sat/Sun \$312
Register-Guard	newspaper	\$535.00	\$306.00	\$312.00
Barron's	finance	\$179.00	\$259.88	
Better Homes & Gardens	women's interest	\$22.00	\$22.00	
Consumer Reports	consumer research	\$30.00	\$30.00	
Consumer Reports Buying Guide	consumer research	\$0.00	\$0.00	
Cook's Illustrated	cooking	\$28.95	\$24.95	
Esquire	men's interest	\$12.00	\$12.00	
Family Handyman	home improvement	\$19.98	\$24.00	
Health	health	\$15.97	\$15.97	
Martha Stewart Living	crafts and cooking	\$24.00	\$28.00	
Money	finance	\$41.95	\$41.95	
Nation	politics	\$104.00	\$104.00	
National Geographic	world culture	\$39.00	\$39.00	
National Review	politics	\$59.00	\$59.00	
Oregon Business	regional	\$24.95	\$24.95	
Oregon Humanities	regional	\$0.00	\$0.00	
Pacific Northwest Quarterly	regional	\$30.00	\$30.00	
People	pop culture	\$118.26	\$118.26	
Popular Mechanics	science and technology	\$24.00	\$24.00	
Prevention	health	\$48.00	\$48.00	
Reader's Digest	general interest	\$19.98	\$24.98	
Rolling Stone	pop culture	\$59.95	\$59.95	
Time	news	\$76.13	\$76.13	
American Girl	children	\$22.95	\$22.95	
National Geographic Kids	children	\$24.00	\$25.00	
Scooby Doo	children	\$36.97	\$36.97	
Sports Illustrated for Kids	children	\$31.95	\$31.95	

Game Informer	teen	\$19.98	\$24.98
Seventeen	teen	\$20.00	\$20.00
Discount		-\$80.29	-128.7
TOTAL		\$2,213.68	\$2,045.57