

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
November 20, 2018**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on November 20, 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, Francesca Guyer, Kelly Peter, Mandy Elder and Laura Harvey

Absent: Theresa Lundy

Attending Staff: Library Director Kris Wiley, City Manager Lance Colley, City Recorder Amy Sowa, Management Assistant Shyela Chapman, (RARE) AmeriCorps Participant Adrienne Groves, Volunteer Coordinator Liz Hendershott

Others Present: Max Egener, Reporter from News Review, Hannah York from AmeriCorps

APPROVAL OF MINUTES:

Commissioner Ms. Belzner moved to approve the October 16, 2018 minutes; Commissioner Ms. Peter seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS:

Library Meeting Room Policy

Library Director Kris Wiley led a discussion on the Library Meeting Room Policy. The Roseburg Public Library has the following rooms available for public use: Ford Family Room, Deer Creek Room, South Umpqua Room, Multipurpose Room #1, Multipurpose Room #2, Study Room #1, and Study Room #2. Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library. The Douglas ESD will schedule reservations, and library staff and volunteers will collect payment. Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library as well as recognized veterans organization events may use the room free of charge. All other users will be subject to the fee schedule included in the policy.

Ms. Wiley explained that this policy was developed in conjunction with the Douglas ESD and City department head input. She further explained that language from the City's Public Service Center Meeting Room Policy was used in the policy and that alcohol use would be allowed by following certain guidelines. Mr. Colley expressed to the Commission that the City wants the community to use the meeting room spaces while being mindful that maintaining the meeting rooms comes at a cost, which is why fees are included in the policy. Currently the City charges a fee for all facility and park use.

Ms. Harvey expressed concern toward charging educational groups and clubs that had used the Ford Room while under Douglas County jurisdiction free of charge. Ms. Guyer listed the following groups as previously utilizing the meeting rooms: Take Off Pounds Sensibly (TOPS),

Oregon Department of Transportation and various homeschool groups, 1st aid classes, candidate forums and piano music recitals. She also added that the Oregon Music Teachers Association owns the piano located in the Ford Room. In response, Ms. Wiley reminded the commission that under the Circulation Policy, student library cards are free to youth age 0 through high school graduation who reside within the geographical boundaries of the Roseburg Public School District. She continued that the goal of the library is to facilitate the use of educational groups and school groups, and those wanting to utilize the meeting rooms would be handled situationally. Mr. Colley suggested that educational groups that would like to avoid paying a fee for meeting room use should work through the Douglas ESD as they have precedence of room use and have the ability to sponsor educational programs.

Resolution No. 2018-26 – Roseburg Public Library Meeting Room Policy and Resolution No. 2018-27 – Roseburg Public Library Meeting Room Fees will go to Council for approval at its November 26, 2018 meeting. Chair Prawitz asked the Commission if they would like to provide a recommendation from the Library Commission to adopt the Library Meeting Room Policy and Fees. Ms. Harvey moved that the Library Commission recommend that the City Council adopt the Library Meeting Room Policy and Meeting Room Fees that have been set forth for Council approval. Ms. Belzner seconded the motion. Motion passed unanimously.

Library Information Brochures

Library staff drafted several information brochures that will be available to patrons. Library Information Brochure examples were included in the agenda packet and placed on the table for Commissioners to examine. The Library Director requested that Commissioners provide feedback and additional topics for brochures by email to her.

AUDIENCE PARTICIPATION:

None.

BUSINESS FROM THE COMMISSION:

Ms. Guyer shared with the Commission her concern about the News Review Letter to the Editor titled “Roseburg Library Won’t Do Much For the Rest of the County,” published November 17, 2018. The writer’s main concerns were library card cost and material access to patrons outside of Roseburg and within rural Douglas County. Discussion ensued on whether an open letter from the Library Commission or the Library Director would be appropriate. In Mr. Colley’s experience, responding directly to a letter to the editor from an administrative or public service platform is not common practice. He suggested that in the future the Library might consider periodically doing guest editorials that highlight differences between a branch library system previously funded by County timber revenue compared to a City tax-funded public library. Ms. Peter agreed with Mr. Colley and added that there were other avenues and mediums to which the commission could respond positively and responsibly. Ms. Elder concurred with a proactive as opposed to a reactive approach.

Ms. Elder reported that she runs a nonprofit women’s leadership program (Women’s International Leadership and Learning) and has developed an internship program with women from Mexico. In January, two undergraduate students funded by scholarships will travel to Roseburg to complete STEM-related community outreach. Ms. Elder is hopeful that they will be at the Library’s grand opening and anticipated that they will volunteer at the library from January to March of 2019. At the end of the program, the students will write a report for their

undergraduate thesis. Ms. Elder has been tasked with helping find host families and asked that the Commission send anyone interested to her.

An update on the Youth Advisory Council and translating minutes into Spanish was requested. Ms. Elder and Ms. Wiley reported that the application forms have been converted to Spanish and have been posted on the website. Ms. Groves reported that she currently has 10 applicants for the Youth Advisory Council, primarily through her connection with the Roseburg High School Media Specialist.

INFORMATIONAL:

Renovations

Ms. Wiley reported that the library remains a couple of weeks out from completion as there are several renovations still in the works. Carpeting should be completed and cubicles installed over the next few weeks, after which Ms. Hendershott and Ms. Groves will organize the workroom. IT is waiting for authorization to install staff computers. The ESD is imaging public computers, which will have Microsoft Office products installed. In response to Mr. Prawitz, Ms. Wiley stated that a soft opening date for the library has not been confirmed. The Children's Room will remain closed until the grand opening January 10 due to the accent pieces and furniture arriving in late December. During that time, Ms. Wiley has designated the Deer Creek meeting room as a temporary children's room. Ms. Wiley happily informed the committee that many volunteers helped over the past week to reshelve books. As stated in previous meetings, the Douglas ESD will move in over the holiday break.

Staffing

Ms. Wiley reported that the Youth Services Librarian position closed on November 19, 2018. Six applicants have been chosen for phone interviews that will be conducted on November 28 by the HR Director, John VanWinkle, and Ms. Wiley. Ms. Wiley anticipates having the position filled by the beginning of the year.

Volunteers

Ms. Hendershott announced that her goal of securing 50 volunteers has been surpassed and she has secured 65 highly motivated volunteers. The volunteers have contributed 198 ½ hours total.

Japanese Garden

Ms. Groves provided an update on the revitalization of the Japanese Garden at the library. She is working with City horticulturist Tracy Pope. Ms. Groves described the vision of the Japanese Garden as a safe feeling environment with a bench area for outdoor story time in the spring. Ms. Belzner added that the outdoor space could also be used for outdoor education. Ms. Groves will contact student groups and other volunteers to weed and maintain the area.

Friends of the Roseburg Public Library

Ms. Wiley announced that the Friends of the Douglas County Library has changed its name to Friends of the Roseburg Public Library. Ms. Belzner stated that bank accounts and other listings would be updated when the official letter is received from the IRS. The Friends of the Roseburg Public Library will staff the book sale with numerous withdrawn materials which will be sold in the Ford Room through January. The Friends plan to rent a conex box to store some

of the boxes of offloaded books near the garage for a couple of months. Materials will be brought into the library as space frees up in the Ford Room. The Friends also agreed to be the affiliate for Dolly Parton's Imagination Library, a program that provides a free book to children age 0-4 years old every month upon registration. Douglas ESD is overseeing program development throughout the county, and there are affiliates in North Douglas and South County.

Ms. Belzner confirmed that the Friends have sent disbursement checks for the remaining funds accrued under the Friends of the Douglas County Library. Roseburg Public Library will be the sole recipient of future disbursements under Friends of the Roseburg Public Library.

Oregon Library Association-Washington Library Association 2019 Conference

Ms. Wiley collaborated with Drain, Winston, and Myrtle Creek libraries to submit a proposal titled "Douglas County Libraries: New Paths to Success" to the Oregon Library Association-Washington Library Association 2019 Conference. The proposal was accepted and will be presented on April 17-20, 2019 in Vancouver.

Library Card Sponsorship Program

Ms. Groves researched guidelines to develop a sponsorship program so people living outside of the City limits who otherwise do not qualify can obtain a library card at no cost. It appears that an equitable guideline is providing this resource to Supplemental Nutrition Assistance Program (SNAP) card holders. Ms. Wiley explained that the process is in development and this item will be brought back to the Commission after she discusses whether the Friends of the Roseburg Public Library is interested in spearheading the program.

Library Grand Opening

There will be a Roseburg Public Library grand opening celebration with the Douglas Education Service District (ESD) on January 10, 2019. As previously stated, the Ford Room will have an ongoing book sale. Ms. Groves has booked a local ventriloquist to perform in the Children's Room at 6:30 p.m.

Outstanding Grants

Ms. Wiley informed the committee that the grant from Jordan Cove for purchasing children's materials was not obtained. She expects to hear from the Foundation in regards to the \$37,000 request for purchasing materials within a week. She reported that she received word that the Ready to Read grant from the State Library was confirmed; however, no official paperwork has been received. Ms. Wiley believes a check will be sent before the end of the year. Mr. Colley and Ms. Wiley have met with staff from Umpqua Bank to discuss a \$15,000 request to fund the Summer Reading Program.

ADJOURNMENT:

The meeting adjourned at 5:09 p.m. The next meeting is scheduled for Tuesday, December 18, 2018. The location is set at Roseburg Public Library. Meeting room to be determined.

Shyela Chapman, Management Assistant





ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: December 18, 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 December 18, 2018.

BACKGROUND

A. Discussion items.

The following is a discussion item on your agenda:

1. A Library Card Sponsorship Program will be available to potential library patrons who are residents of Douglas County outside the Roseburg city limits and are enrolled in SNAP (Supplemental Nutrition Assistance Program) in an effort to minimize barriers to citizens of greater Douglas County. Potential recipients of the sponsorship program will fill out an application form and a random drawing from all eligible applicants will be conducted for a free one-year library card membership. The number of recipients will correspond to the amount of money received in donations.

SUGGESTED MOTIONS:

None

ATTACHMENTS – Library Card Sponsorship Proposal, Library Card Sponsorship Application

Library Card Sponsorship Program

Program Outline

Community members have expressed an interest in covering the cost of library cards for some low-income individuals and families living outside the Roseburg city limits who otherwise are not eligible for them. A library card sponsorship program would aim to minimize barriers to citizens of greater Douglas County. There is little precedence for this type of program at public libraries; what follows is a plan that library staff believes is equitable and fairly simple to implement.

The program would be available to potential library patrons who are residents of Douglas County outside the Roseburg city limits and are enrolled in SNAP (Supplemental Nutrition Assistance Program). SNAP eligibility rules require that participants be at or below 130% of the Federal Poverty Level. Additionally, SNAP benefits are allotted to users through a preloaded card, which easily can be shown to library staff to verify eligibility for the sponsorship program.

About SNAP (statistics are statewide)

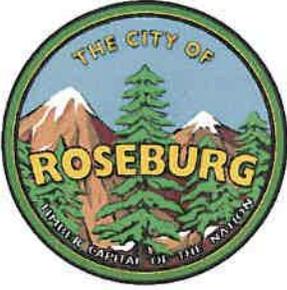
- 76% of SNAP benefits go toward households with children, the majority of which are single-parent households. 11.9% go to households with disabled persons, and 10% go to households with senior citizens.
- 39.8% of SNAP participants are white, 25.5% are black, 10.9% are Hispanic, 2.4% are Asian, and 1% are Native American.
- 83% of individuals who qualified for SNAP benefits received them in fiscal year 2015.
- SNAP benefits must be renewed frequently. Healthy adults without children must reapply every three months. Households must reapply every 6 months-3 years.

Donation/Application Process

Members of the general public will be able to donate funds to the sponsorship program at any time. The funds will be held by the City of Roseburg.

Potential recipients of the sponsorship program will be able to complete an application form for a free one-year library card membership at any time.

A random drawing from all eligible applications will be conducted at least twice annually. The number of recipients will correspond to the amount of money received in donations. The recipients of a library card membership must show their SNAP card to library staff to obtain their library card, which will be good for one year from the date of issue. After one year, recipients must repeat the application process. The library card will be issued to the person whose name is listed on the SNAP card.



ROSEBURG PUBLIC LIBRARY
1409 NE Diamond Lake Blvd., Suite 100 | Roseburg, OR 97470

LIBRARY CARD SPONSORSHIP APPLICATION

The library card sponsorship program is available to potential library patrons who are residents of Douglas County outside the Roseburg city limits and are enrolled in SNAP (Supplemental Nutrition Assistance Program).

Potential recipients of the sponsorship program may complete an application form for a free one-year library card membership at any time. A random drawing from all eligible applications will be conducted at least twice annually. The number of recipients will correspond to the amount of money received in donations. The recipients of a library card membership must show their SNAP card to library staff to obtain their library card, which will be good for one year from the date of issue. After one year, recipients must repeat the application process. The library card will be issued to the person whose name is listed on the SNAP card.

Complete the information below, sign and date the form, and return it to Roseburg Public Library in person or by mail to the address above.

Name _____ Phone _____

Mailing Address _____ City/State _____ Zip _____

Email _____

SNAP Card Number _____

Signature _____

Date _____