



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, February 19, 2019**

etc
2/13/19

**4:00 P.M. Regular Meeting Ford Room
1409 NE Diamond Lake Boulevard Suite 100 Roseburg, Oregon 97470**

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-7051 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:

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

III. APPROVAL OF MINUTES

A. January 15, 2019

IV. DISCUSSION ITEMS

- A. Memorandum of Understanding between City of Roseburg and Friends of the Roseburg Public Library
- B. Updated Collection Policy
- C. Community Technology Survey

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: March 19, 2019

VII. INFORMATIONAL

- A. Monthly Statistics
- B. Programming
- C. Grants Update
- D. Budget Process
- E. Staffing
- F. RARE AmeriCorps Position
- G. Library Conferences/Professional Development

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
January 15, 2019**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:00 p.m. on January 15, 2019, in Multipurpose Room #2 at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon.

ROLL CALL:

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

Attending Staff: Library Director Kris Wiley, City Manager Lance Colley, City Recorder Amy Sowa

Others Present: Elizabeth Azucena Reyes Amaya and Frida Miyuki Santiago Santos

APPROVAL OF MINUTES:

Dr. Lundy moved to approve the December 18, 2018, minutes; Ms. Peter seconded the motion. Motion passed unanimously.

INTRODUCTIONS:

Interns Elizabeth Azucena Reyes Amaya and Frida Miyuki Santiago Santos were introduced by Ms. Elder. They are completing their undergraduate degrees at a university in Mexico and will help the library develop plans for a makerspace and basic computer classes in Spanish and English as well as help the library connect with the local Latino community.

DISCUSSION ITEMS:

None

AUDIENCE PARTICIPATION:

None

BUSINESS FROM THE COMMISSION:

None

NEXT MEETING DATE:

February 19, 2019

INFORMATIONAL:

Monthly Statistics

Ms. Wiley stated that the library gathers a lot of statistics, primarily according to the requirements of the Oregon State Library's annual report. A volunteer compiles statistics each calendar month, and that is how they will be presented to the commission unless otherwise

requested. Ms. Wiley will email a link to the state report and will add monthly statistics as requested by commissioners. Ms. Peter requested programming statistics.

Youth Services Librarian

Ms. Wiley reported that Aurora Oberg has accepted the Youth Services Librarian position and is expected to start February 25. Ms. Oberg, who is from Washington state, received her library degree from the University of British Columbia and has been working for the past year at a county library branch in North Carolina. She will be in charge of youth programming and collection development. At this time, Outreach Services Coordinator Adrienne Groves coordinates storytimes and children's programming.

Outstanding Grants

Ms. Wiley reported that the City did not receive a grant from Three Rivers Foundation of the Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians for the Friendship Garden revitalization project.

The City applied for a grant with the Douglas County Cultural Coalition to fund arts and crafts supplies for four youth programs led by Ms. Oberg.

Mr. Colley stated that City staff will create a list of local grant sources and continue to identify organizations whose funding fits into the library's mission as potential sources for funding.

Ms. Peter stated that Dollar General has a funding stream that should be investigated.

Ms. Wiley stated that the Douglas County Library Foundation should be sending a check at the end of this month that will be used to purchase materials.

OTHER:

Mr. Prawitz stated that he and Ms. Wiley were on the radio on Friday and discussed library card sponsorships. Ms. Wiley reported that the library received a significant donation for sponsorships, and she intends to write a News Review column discussing the program. Discussion was held about how to reach people who need the sponsorship. At this time, it's based on having a SNAP card; if it were to extend beyond that, it would have to include some other policy element.

Mr. Prawitz asked everyone to share their best story from the grand opening. Ms. Belzner stated it was pretty awesome just to be there. She also reported that the books sale is halfway complete and has made about \$4500 selling books at 25 cents and 50 cents each. She will mark items down to 25 cents and then for donation only the last three days. Sunrise will take the leftover books. Ms. Harvey stated that the project demonstrated that when people work hard, good things happen. She brought students from Melrose earlier in the day for a tour and service time. They loved the tour because they had advocated for the library, and they wrote letters that were given to Michael Lasher, Mr. Colley, and Ms. Wiley. Mr. Colley stated that there was a gathering of funders before the grand opening, and five of the librarians who helped with the collection last spring attended. He gave them a tour and noted that several of them had tears in their eyes when they opened the children's library. This project likely is the most humbling experience of his 34 years of public service. Ms. Sowa stated she enjoyed hearing the stories the next day and that every time she visits the library, there are more people. Dr.

Lundy stated she was thrilled to see how packed it was; people were shoulder to shoulder, so many people couldn't wait to get into the library, and everybody was so excited. It was wonderful all the way around. Ms. Peter stated that it was a great night, and her favorite part was that she ran into some coworkers. Everybody was happy and smiling. Ms. Guyer stated that it was an exciting evening. She also recognized that the librarians from around the state who helped came to the opening, and she noted that one of them said that this project is a testimony to the community because it doesn't always happen this way or this smoothly. Ms. Wiley noted the Whipple family's attendance and ribbon cutting in front of the children's room. Mr. Prawitz stated that having the Mayor give him the scissors to cut the ribbon was awesome and gracious, and he was glad to share it with Mr. Lasher and Mr. Colley. He met a lot of the visiting librarians, and he noted that then-State Librarian MaryKay Dahlgreen had a meeting of library advocates in Winston in 2017 and that seeing her again reminded him of how far we have come. Ms. Elder stated that it felt like a rare community celebration of a new achievement, and she hopes we can keep on this roll. Ms. Santiago stated she enjoyed watching the children's room open. Ms. Reyes stated she enjoyed the ribbon cutting. Mr. Colley noted that the community was proud that we have a library again and that people from all walks of life celebrated at the grand opening.

ADJOURNMENT:

The meeting adjourned at 4:44 p.m. The next meeting is scheduled for Tuesday, February 19, 2010, at Roseburg Public Library's Ford Room.

Respectfully submitted,

Kris Wiley, Library Director



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: February 19, 2019
Department: Library
www.cityofroseburg.org

Agenda Section: Discussion items
Staff Contact: Lance Colley/Kris Wiley
Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date February 19, 2019.

BACKGROUND

A. Discussion items.

The following are discussion items on your agenda:

1. Memorandum of Understanding between City of Roseburg and Friends of the Roseburg Public Library – With the establishment of both the Roseburg Public Library and Friends of the Roseburg Public Library, an operating agreement between the Friends and City of Roseburg will provide a framework for responsibilities and expectations between the entities.
2. Updated Collection Policy – An addition to Withdrawal and Discarding of Library Materials specifies that items may be consigned to Friends of the Roseburg Public Library, who maintain an ongoing book sale at the library and sell materials on Amazon. Proceeds support library materials and programs.
3. Community technology survey – Library interns Elizabeth Azucena Reyes Amaya and Frida Miyuki Santiago Santos have created a survey that will guide their development of basic computer classes and makerspace recommendations for the library. The survey also is intended to connect the library with Roseburg's Latino community and assess barriers to service.

SUGGESTED MOTIONS:

"I move that the Library Commission recommend that the City Council adopt the Memorandum of Understanding between the City of Roseburg and Friends of the Roseburg Public Library."

"I move that the Library Commission recommend that the City Council adopt the updated Collection Policy."

ATTACHMENTS – Memorandum of Understanding between City of Roseburg and Friends of the Roseburg Public Library, Updated Collection Policy, Community Technology Survey

COLLECTION POLICY

The collection policy is to guide staff in the selection of materials, the development and maintenance of the collection, and to inform the public about the principles upon which selection is made.

The objective of Roseburg Public Library is to provide modern library services and resources to meet the changing educational, recreational, informational, and inspirational needs of the public, thereby enhancing both individual and community life. The collection will emphasize current, popular materials and stimulating children's interest in and appreciation for reading.

SELECTION POLICY

The library will develop collections of merit and significance, whether acquired by purchase or gift. Each item will be considered in terms of its contribution to the collection and value to the public for whom it is intended.

Materials considered for selection will be evaluated according to objective standards. Flexibility, open-mindedness, as well as familiarity with and responsiveness to community needs and interests are necessary during the evaluation process. The following factors also will influence the selection of library materials:

- Expanding world of knowledge
- Changing social values
- Technological and scientific advances
- Cultural differences

As growth and change occur in these areas, the library will attempt to reflect these changes in the composition of the library collection.

INTELLECTUAL FREEDOM AND RECONSIDERATION OF LIBRARY MATERIALS

It is Roseburg Public Library's mission to build a collection that includes materials and information on current and historical issues and that presents a wide range of views.

The library makes its collections and services equally available to every member of the community it serves. The library challenges all attempts to limit free expression of ideas or access to those ideas. The library endorses the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Library Code of Ethics, and the Free Access to Libraries for Minors Statement of the American Library Association. The selection of any material for inclusion in the collection does not constitute an endorsement of its contents. The library recognizes that many materials can be controversial and that any given item may offend some patrons. A decision to select an item is not made on the basis of anticipated approval or disapproval but on the merits of the work in relation to building the collection and serving the interests of the library's patrons.

The choice of library materials by users is an individual matter. While patrons may reject materials for themselves and for juvenile members of their family, they cannot be allowed to exercise censorship in an attempt to restrict access to the materials by others. Because

a diversity of materials may result in some requests for reconsideration of specific items, patrons who object to certain library materials will be asked to complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

APPEAL PROCEDURE

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the City Manager's written decision.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

The ultimate responsibility for the selection of materials rests with the Library Director. The Library Director is charged with the implementation of the collection development policy. Selection of library materials is delegated to the Library Director and, under his or her supervision, to other members of the staff who are qualified to do so by reason of education, training, and experience. Suggestions from other staff members and from the public are invited and will be seriously considered during the selection process.

SPECIFIC SELECTION CRITERIA

The following factors will be given consideration when making selection of library materials:

- Relationship and importance to the collection
- Significance of the subject matter
- Timeliness or popularity

- Reputation or qualifications of the author, artist, publisher, or producer
- Local interest
- Availability of materials on the subject
- Provision of alternative viewpoint
- Inclusion in standard bibliographies or indexes
- Level of difficulty
- Critical review
- Purchase price
- Accessibility to materials elsewhere in region
- Suitability of format to library purposes
- Technical characteristics; i.e., quality of physical characteristics

WITHDRAWAL AND DISCARDING OF LIBRARY MATERIALS

Materials are regularly withdrawn from the library's collections for the following reasons:

- They are out of date; that is, no longer timely or accurate.
- They are badly worn or damaged.
- It is cheaper to replace rather than mend or repair the items.
- They were once popular items that no longer enjoy a high interest or demand by the public.
- There are limitations imposed by lack of storage or display space.

The Library Director shall determine the most appropriate disposition of materials that are withdrawn from the collection and donated materials that are not accessioned. The Director may dispose of materials by the following methods:

- **Materials may be donated to other libraries for the beneficial use by patrons of those libraries.**
- **Materials may be consigned to the "Friends of the Roseburg Public Library," whose sole purpose is to support the library.**

SELECTION SOURCES

The impetus to select an item may come from a number of sources, including, but not limited to, the following:

- Reviews
- Patron requests
- Publishers' catalogs
- Staff recommendations
- Interlibrary loan requests
- Subject needs
- Collection evaluations
- Weeding/replacement schedule
- Gifts
- Bibliographies

Community Technology Survey - Roseburg Public Library

The objective of this survey is to gather information about community interest in technology resources at the Roseburg Public Library. All of the data provided in the following form will be of confidential use and only for the purposes of establishing technology programming at the library. We appreciate your participation.

El objetivo de esta encuesta es recopilar información sobre el interés de la comunidad en los recursos tecnológicos en la Biblioteca Pública de Roseburg. Todos los datos proporcionados en el siguiente formulario serán de uso confidencial y solo para los fines establecidos del taller de informática en la biblioteca. Apreciaremos su contribución de manera asertiva para beneficio mutuo.

* Required



Demographic information / Información demográfica

This will help us understand who the library can serve based on ages, interests, and occupations. Some questions apply to parents and some to students. Please answer the questions most relevant to you. / Esto nos ayudará a comprender a quién puede servir la biblioteca según las edades, los intereses y las ocupaciones. Algunas preguntas se aplican a los padres y algunas a los estudiantes. Por favor responde las preguntas más relevantes para ti.

1.

Gender / Género

Mark only one oval.

- Male / Hombre
- Female / Mujer
- Gender fluid/non-binary
- Other: _____

2.

Age / Rango de edad

Mark only one oval.

- Under 12 / menos de 12
- 12-14
- 15-19
- 20-24
- 25-29
- 30-34
- 35-44
- 45-54
- 55+

3.

What is the highest level of education you have received? / ¿Cuál es el nivel más alto de educación que ha recibido?

Mark only one oval.

- Some high school
- High school graduate
- Some college
- Trade/technical/vocational training
- College graduate
- Some postgraduate work
- Postgraduate degree

4.

How many children do you have? / ¿Cuántos niños tienes?

Mark only one oval.

- None / No tengo hijos
- 1
- 2
- 3
- 4+

5.

Do you work in a career or job related to the technology sector or that regularly requires the use of technology? / ¿Estudia una carrera o tiene un trabajo relacionado con el sector tecnológico o que regularmente requiere el uso de la tecnología?

Mark only one oval.

- Yes / Sí
- No
- Unsure / Inseguro(a)
- N/A

6.

What school do your children (or you) attend? / ¿A qué escuela asisten tus hijos (o tú)? *

Mark only one oval.

- Eastwood Elementary
- Fir Grove Elementary
- Fullerton Elementary
- Green Elementary
- Hucrest Elementary
- Melrose Elementary
- Sunnyslope Elementary
- Winchester Elementary
- Fremont Middle School
- Joseph Lane Middle School
- Phoenix Charter School
- Rose School
- Roseburg High School
- Homeschool
- Private/Parochial/Other School
- Other: _____

Library usage and technology / Uso de la biblioteca y tecnología

Please answer the following information as completely as you're able. / Por favor, conteste la siguiente información tan completamente como pueda.

7.

Have you visited Roseburg Public Library? / ¿Has visitado a la biblioteca pública de Roseburg? *

Mark only one oval.

Yes / Sí

No

8.

If you have not visited the library, why not? / Si no has visitado la biblioteca, ¿por qué no?

Check all that apply.

Inconvenient schedule or hours of operation / Horario inconveniente ó horas de operación

My work schedule / Mi horario de trabajo

Unable to travel to the library (distance, lack of transportation) / No se puede viajar a la biblioteca (distancia, falta de transporte)

Cost of library card / Costo de la membresia

Language barrier / Barrera del idioma

Other: _____

9.

Which of these programs are you comfortable using? / ¿Cuál de estos programas usas más cómodamente?

Check all that apply.

Adobe PDF

Microsoft Office suite, including Excel, PowerPoint, Word / Paquetería de Microsoft Office incluyendo Excel, PowerPoint, Word

Corel Draw

Illustrator

Email (Gmail, Outlook, etc.) / Cuenta de correo

None / Ninguno

Other: _____

10.

Which of these computer topics would you like to learn? / ¿Cuáles de estos temas informáticos te gustaría aprender? *

Check all that apply.

- Basic computer skills (mouse, keyboard) / Conocimientos básicos de informática (ratón, teclado)
- Email account creation and use / Creación y uso de un E-mail
- Antivirus programs / Programas de antivirus
- Social networks (Facebook, Instagram, Twitter, others) / Redes sociales
- Quick access controls / Controles de acceso rápido
- Online bill payment and banking (electricity, water, internet) / Pagos de gastos y movimientos de cuenta bancaria (luz, agua, internet)
- Uploading and downloading documents and files / Cargar y descargar documentos y archivos
- Other: _____

11.

In what language would you like computer courses to be taught? / ¿En qué idioma te gustaría que se impartieran los cursos de computación? *

Check all that apply.

- Spanish / Español
- English / Inglés
- Other: _____

12.

What topics would you like your children to learn? / ¿Cuáles temas le gustaría que aprendieron sus hijo/a(s)?

Check all that apply.

- Computer components / La computadora (partes de una computadora)
- How to search for information on the internet / Cómo buscar información en internet
- Microsoft Office Suite
- Innovation and technology / Innovación y tecnología
- Other: _____

13.

Which Microsoft Office product would you or your children like to know more about? / ¿Qué producto de Microsoft Office le gustaría a usted o a sus hijos saber más? *

Check all that apply.

- Word
- PowerPoint
- Excel
- None
- Other: _____

14.

What kind of activities are you currently interested in? / ¿En qué tipo de actividades te encuentras interesado/a actualmente?

Check all that apply.

- Technology / Tecnología
- Innovation / Innovación
- STEAM (Science, Technology, Engineering, Art, Math) / STEAM (Ciencia, Tecnología, Ingeniería, Arte, Matemáticas)
- Creative activities (knitting, crafting, art making) / Actividades creativas (tejer, hacer artesanías, hacer arte)
- Networking with people and peers / Redes con personas y compañeros
- Children's activities / Actividades infantiles
- Teen activities / Actividades juveniles
- Other: _____

15.

Would you be willing to meet with others and share project ideas? / ¿Estaría dispuesto a reunirse con otros y compartir ideas de proyectos?

Mark only one oval.

- Yes / Sí
- No

16.

Do you have an appropriate space in which you can work on your ideas and individual or school projects? / ¿Cuentas con un espacio apropiado en el cual puedas trabajar sobre tus ideas y proyectos individuales o escolares?

Mark only one oval.

- Yes / Sí
- No

17.

**Would you consider using the library to work on your ideas or projects? /
¿Considerarías usar la biblioteca para trabajar en tus ideas o proyectos?**

Mark only one oval.

Yes / Sí

No

18.

If no, why not? / Si no, ¿por qué no?

19.

If the library had a space to work on projects, what material or tools should it supply? / Si la biblioteca tuviera un espacio para trabajar en proyectos, ¿qué tipo de materiales o herramientas debería de proveer?

Check all that apply.

Office supplies (Markers, magazines, newspapers, post-its, etc.) / Papelería (Marcadores, revistas, periódicos, postits, etc)

Sewing materials (Fabric, thread, needles, buttons) / Mercería (Tela, hilo, agujas, botones)

Electronic supplies (resistors, capacitors, etc.) / Insumos electrónicos (Resistencias, capacitores, etc)/

3D printer

Computer aided design / Diseño asistido por computadora

20.

Please provide your contact information if you would like to volunteer in the development of this space and/or participate in the courses, contribute ideas, give advice, etc. / Por favor deje su información de contacto si le gustaría ser voluntario/a en el desarrollo del espacio y/o participar en cursos, contribuir ideas, dar consejos, etc:

Powered by

 Google Forms

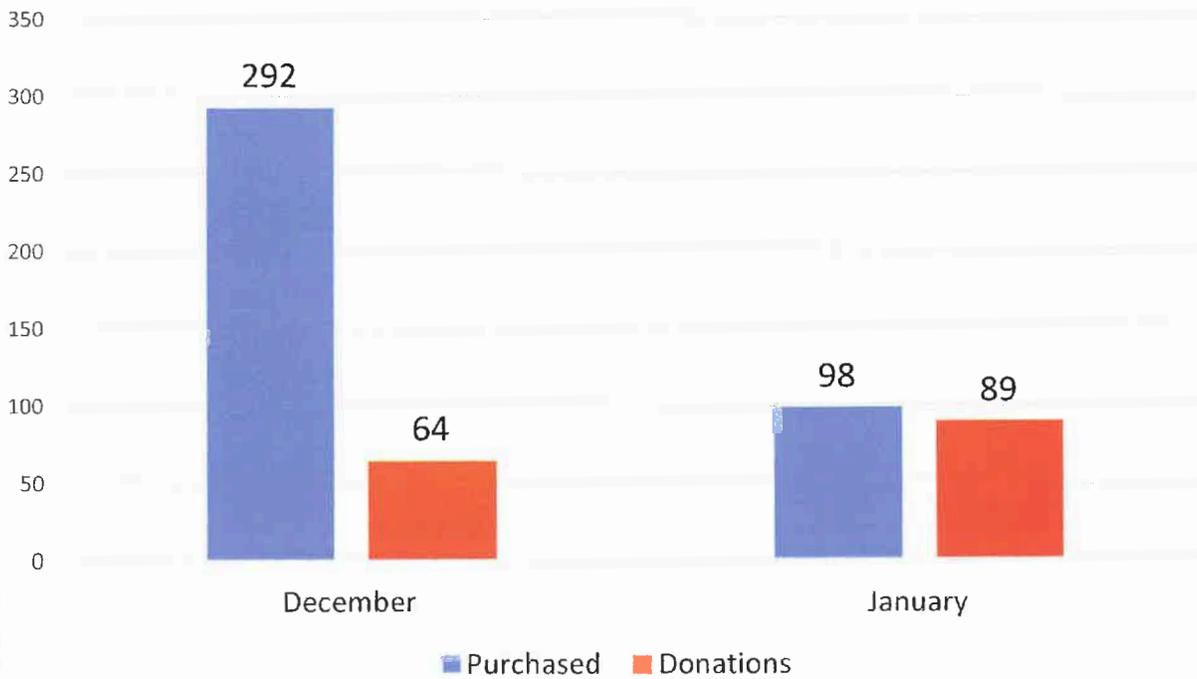
New Users



Physical Materials Checkouts



Items Added

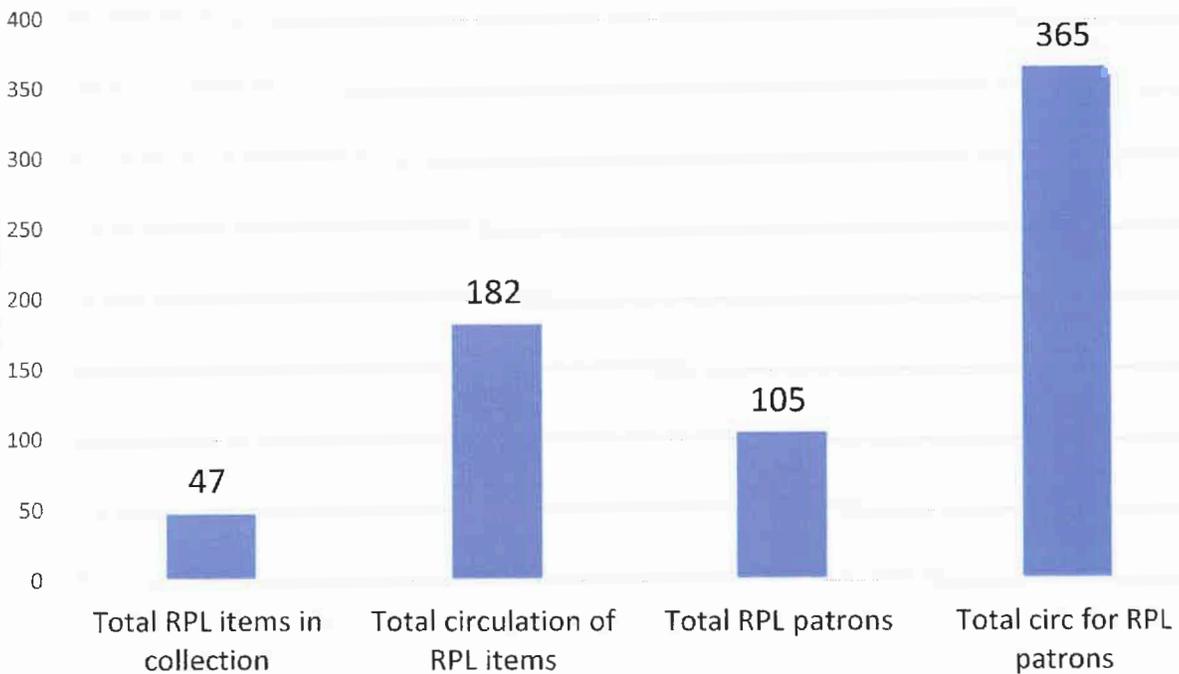


Total value added to collection

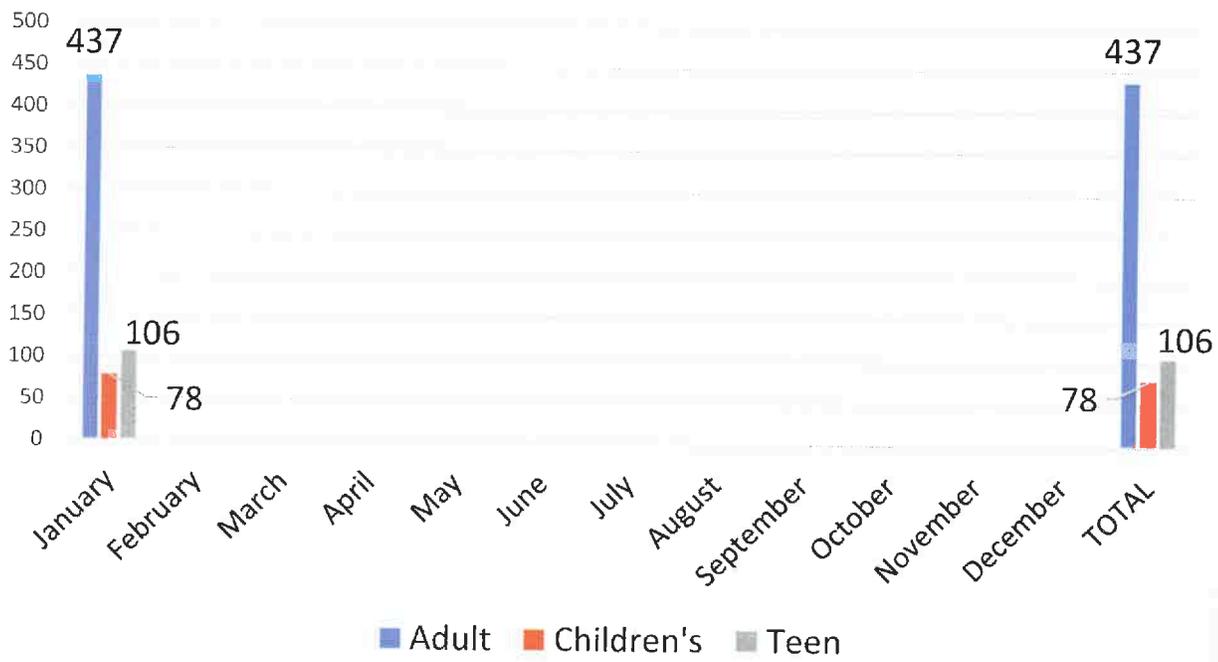
December – \$6688.26

January – \$3943.10

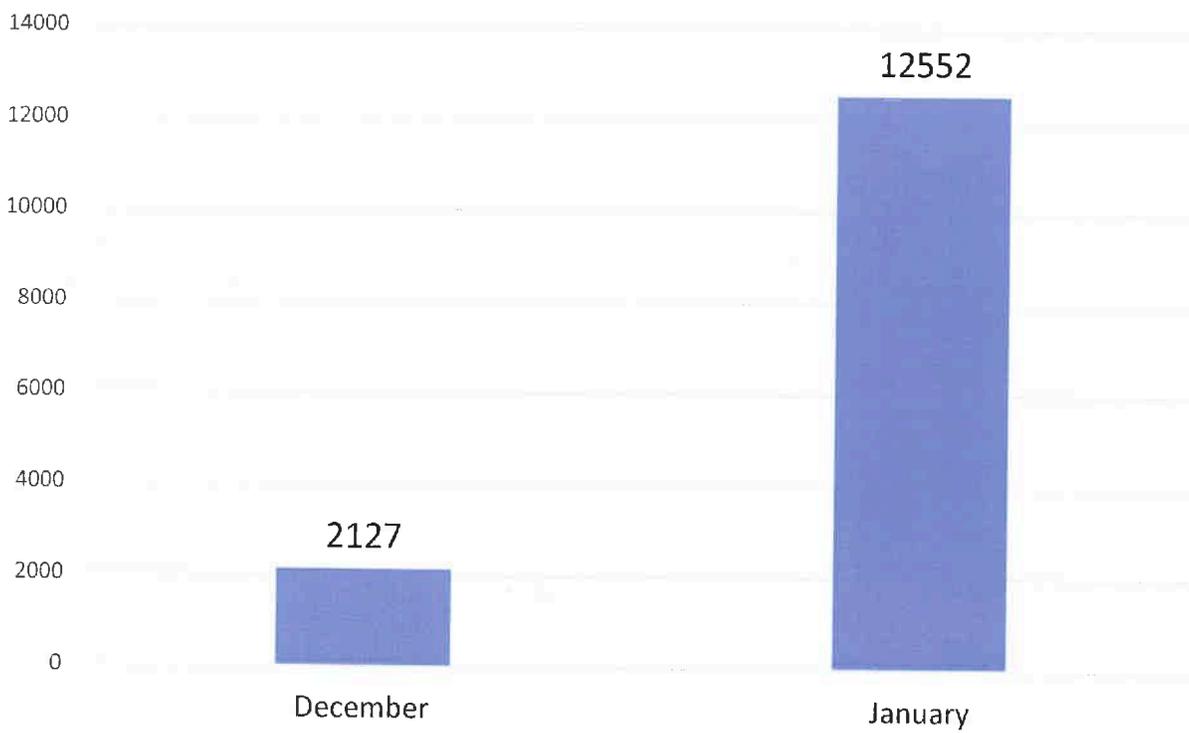
cloudLibrary e-materials



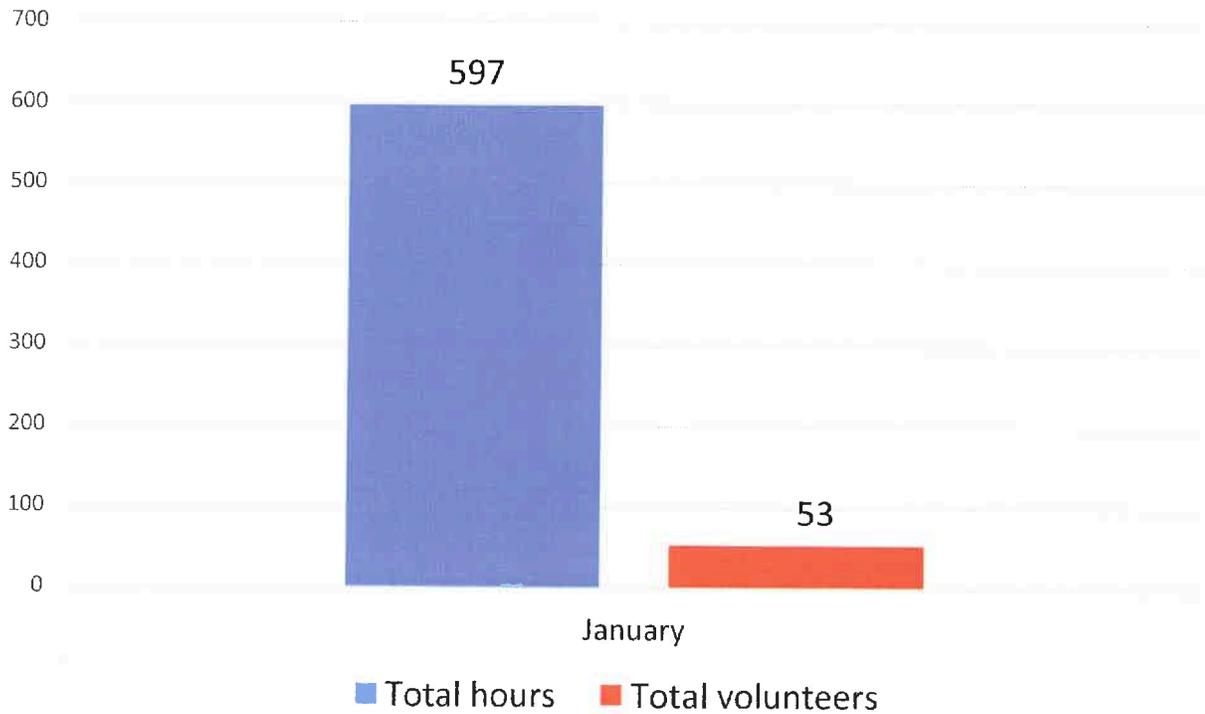
Total Computer Sessions by Area



Door Count



Volunteer Contribution



Children's Programs

Date		Attendance	Partner (if applicable)
1/2/2019	Storytime	70	
1/5/2019	Emily Lazur Storytime	55	
1/9/2019	Storytime	60	
1/10/2019	Grand Opening-Steve Chaney Grand Opening-Jo Lane Jazz	100	ESD
1/10/2019	Band	100	ESD
1/16/2019	Storytime	60	
1/19/2019	Storytime	45	
1/23/2019	Storytime	60	Junior Academy
1/26/2019	Puppet Theatre: Stella Luna	114	
1/30/2019	Storytime	50	
TOTAL		714	

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
1/15/2019	Button Making	5	
1/16/2019	Teen Advisory Council	10	
TOTAL		15	

Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
1/22/2019	Ann Shorey	17	
	TOTAL	17	