



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, May 21, 2019**

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**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
Laura Harvey

Mandy Elder
Theresa Lundy

Francesca Guyer
Kelly Peter

III. APPROVAL OF MINUTES

A. April 16, 2019

IV. DISCUSSION ITEMS

A. Assembly Policy

B. Student Library Card Fee for School Districts

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: June 18, 2019 in Multipurpose Room 2 at Roseburg Public Library

VII. INFORMATIONAL

A. Monthly Statistics

B. Programming (Aurora Oberg and Kris Wiley)

C. Collaborations With Douglas Educational Service District

D. Grants Update

E. Budget Update

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
April 16, 2019**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:03 p.m. on April 16, 2019, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon.

ROLL CALL:

Present: Chair Brian Prawitz, Commissioners Marcy Belzner, Mandy Elder, Kelly Peter, Laura Harvey (arrived at 4:13 p.m.), and Francesca Guyer

Absent: Commissioner Theresa Lundy

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Oberg, City Manager Lance Colley, City Recorder Amy Sowa

Others Present: Sanne Godfrey, News-Review

APPROVAL OF MINUTES:

Commissioner Belzner moved to approve the March 19, 2019, minutes. The motion was seconded by Commissioner Peter and approved with the following vote: Chair Prawitz and Commissioners Belzner, Elder, Peter, and Guyer voted yes. No one voted no.

INTRODUCTION

Director Wiley presented volunteer recognition certificates to the Commissioners with her thanks for their service.

DISCUSSION ITEMS:

- A. Contract with school districts in Douglas County for library services – Director Wiley reported that the Douglas Education Service District (ESD) has approached superintendents in the county about contracting with the City of Roseburg for professional librarian services; this would include collection development, professional development, and recommending library space configuration in their school media centers. A small number of schools have expressed interest. There was discussion regarding whether the City should further investigate such a contract as well as whether the contract should include the option to provide Roseburg Public Library cards to all students in that school.

Director Wiley reported that Youth Services Librarian Oberg has met with the Douglas ESD Superintendent and interested school administration, and she has indicated adding this service can be worked into her schedule. Youth Services Librarian Oberg confirmed this.

Director Wiley confirmed that the former Douglas County libraries all use the same Apollo cataloging system. There was discussion regarding whether sharing would

be only for the youth collection and why schoolchildren would get access to the collection and not public library users. Roseburg Public Library's funding is based on taxes and paying for services. City Manager Colley stated that the City would enter into a contractual obligation, and access would not be a benefit in perpetuity. The schools expressing interest do not have certified library staff to provide these services, and if they see value in what we provide, it could be a long-term solution for them. If they can't afford the service or don't see the value, it won't be a long-term solution. Three districts have shown interest in Youth Services Librarian Oberg being a point person who would visit the schools a limited number of times a year and provide direction to support staff and evaluate the materials collection.

City Manager Colley asked the Library Commissioners to consider whether, philosophically, if there is financial compensation to the library that is enough to support the service we provide and provide potential access to the collection, is it worth doing? Commissioner Harvey stated there would be no reason to not provide the service if we can figure out how many students and how much they would pay. Commissioner Guyer noted that many of the schools have their own community libraries, the reservation system is time intensive for staff, and we should be careful about what we suggest adding onto the staff workload. Commissioner Belzner stated that if (Youth Services Librarian Oberg) has time and it could benefit the schools, it would be a good thing. Commissioner Elder stated that assuming the details would be worked out and evaluated, philosophically it is worth exploring. There was consensus from the Library Commission to explore the possibility of contracting with schools for professional librarian services and library cards for students. Commission Chair Prawitz asked for the number of students in the interested districts. City Manager Colley stated that the justification for the service fee is access to Roseburg Public Library professional staff; if there is no access to the collection, the financial impact for the schools is less.

- B. Fee Schedule – The 2019-20 fee schedule will be approved by the City Council. Director Wiley recommended no changes to the library's fee schedule. No motion is necessary. There was discussion of the Library Card Sponsorship Program. There was discussion of the interlibrary loan fee, which is part of the fee schedule but is not an active program. It is not cost effective to implement an interlibrary loan program at this time, but the fee has been established so it can begin if and when it becomes feasible.

AUDIENCE PARTICIPATION:

None

BUSINESS FROM THE COMMISSION:

None

NEXT MEETING DATE:

May 21, 2019

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics; she stated that computer use continues to rise and that the recent basic computer classes were well received. There was discussion of the Youth Advisory Council helping with drop-in sessions for people who want assistance with their devices.

Programming

Director Wiley reported that Outreach Services Coordinator Adrienne Groves has scheduled several adult programs, including:

- Author visit by local writer Bob Heilman, Thursday, April 18, 6:30 p.m.
- One-room schools of Douglas County presentation by Larry Moulton, Tuesday, April 23, 6:30 p.m.
- The Preservers Journal book talk with Diane Dunas, Tuesday, April 30, 6:30 p.m.
- Silent Book Group, Tuesday, April 30, 6:30 p.m.

Youth Services Librarian Oberg reported that she presents three storytimes each week; Tuesdays are the smallest in attendance but are picking up a bit. The library is hosting preschool science programs with Umpqua Watersheds. There will be an Arbor Day event April 30, and library staff will present a storytime and craft. There were six participants at the teen movie night. Teen Advisory Council will meet in May, and the teen craft on May 9 will be bath bombs and soap. Lego Free Play is scheduled every other Friday.

Youth Services Librarian Oberg reported that the Summer Reading Program theme is A Universe of Stories. Prizes have been purchased, and the library is hosting a meeting with libraries from around the county on May 22 to share programming ideas. Commissioner Belzner contacted the local Astronomy Club, and it will provide items for the lobby display and possibly a program. There also will be an adult Summer Reading Program coordinated by Outreach Services Coordinator Groves.

Oregon Digital Library Consortium (OverDrive)

Director Wiley reported that Roseburg Public Library's application to join the Oregon Digital Library Consortium has been approved by the ODLC Governing Board. The next step is to sign the participation form with OverDrive, which has final veto authority for new members; OverDrive will directly bill the City of Roseburg for the annual cost of the membership. The estimated cost for 2019-20 is \$6972.25; however, ODLC is renegotiating its contract with OverDrive, and we can expect a cost increase of 4 percent to 8 percent over the next two years. We will continue with cloudLibrary and add OverDrive on July 1, and we will assess usage over the next year. The major benefit with OverDrive is it provides access on Kindle black and white devices and early Fire models, which cloudLibrary does not provide.

Grants Update

Director Wiley stated that the City submitted a \$75,000 grant application to the Whipple Foundation Fund through the Oregon Community Foundation for collection materials, an adult programmer position that would be contracted through the Douglas Education Service District, and furniture. The City also submitted an application to the University of Oregon for an additional year of service from a Resource Assistance for Rural Environments (RARE) AmeriCorps participant with an additional grant application to The Ford Family Foundation (TFFF) to help offset the cost of that position. Youth Services Librarian Oberg is drafting a grant application to Jordan Cove for STEM equipment, including a light table, and books. City

Manager Colley submitted The Ford Family Foundation final report for the renovation grant, and Director Wiley will submit the final report to the Oregon Community Foundation for its grants to support the renovation.

Budget Update

Director Wiley reported that she met with the City Manager and Finance Director to discuss the budget. The library's preliminary operating budget is \$429,000, about 70 percent of which is personnel costs. The library's special budget includes plans to seek grants to renovate the Ford Room, paint the stacks area, and replace some of the wood furniture with lounge seating. City Manager Colley, Director Wiley, and Youth Services Librarian Oberg met with representatives from a local furniture manufacturer, which will submit a bid to design the library space, which is an important component in obtaining funding.

Commissioner Belzner asked whether the four 10-hour library aide positions were approved. Director Wiley stated that they have not been approved; the budget committee will meet May 7 to begin discussions of the entire budget, including that component, and the budget will go to the City Council in June.

Other

Director Wiley stated that she will attend the Oregon Library Association-Washington Library Association Conference April 18-20 and will present the award for Oregon Library Supporters of the Year to City Manager Colley and Douglas ESD Superintendent Michael Lasher on April 19.

City Manager Colley thanked the Library Commissioners for volunteering to serve on the commission and helping the City with policy decisions. He stated, "This has been an incredibly rewarding experience that I did not anticipate. Two years ago, we had not even considered running a public library. And you don't do that without great volunteers who put in the time to help us develop things. Thank you to all of you. ... I hope you know how much we appreciate the work you have done on behalf of the community. I also thank Brian (Prawitz); he spearheaded this from the beginning, and we wouldn't be at the place we are without his tireless leadership."

ADJOURNMENT:

The meeting adjourned at 5:06 p.m. The next meeting is scheduled for Tuesday, May 21, 2019, at Roseburg Public Library's Ford Room.

Respectfully submitted,

Kristen L. Wiley

Kris Wiley, Library Director



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: May 21, 2019
Department: Library
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date May 21, 2019.

BACKGROUND

A. Discussion items.

The following are discussion items on your agenda:

1. Assembly Policy – An Assembly Policy would provide direction for operations inside the building as well as on the grounds of Roseburg Public Library. The recently retired City Manager, City Attorney, City Recorder, and Library Director reviewed the policy. Based on a recommendation from the City Attorney, the Assembly Policy will be adopted as an administrative matter under Charter Section 4.3(a) and implemented through the rulemaking process set forth in Roseburg Municipal Code Chapter 3.05, which includes a 30-day public notice.

The attached policy is presented to you for your review and discussion.

2. Student Library Card Fee for School Districts – A small number of schools in Douglas County have expressed interest in contracting for student cards from Roseburg Public Library. This would provide access to Roseburg Public Library's physical and electronic materials collection. The Douglas Education Service District would provide courier service. Funds generated would be used to purchase youth materials for Roseburg Public Library and help offset library staff costs of implementing the service. The Roseburg City Council has final authority to establish the fee and implement this service.

This item is presented to you for your review and recommendation for both the contract services as well as the per-student card fee associated with those services.

SUGGESTED MOTION – I move that the Library Commission recommends that the City Council implement a library card services contract with interested school districts within Douglas County and adopt a fee of \$___ per student card.

ATTACHMENTS:

Discussion Items A - Assembly Policy

Discussion Items B - Douglas County Public Schools Enrollment

Assembly Policy

Soliciting, petitioning, canvassing, or distributing written materials inside the library building, including the doorway or vestibule of the library building, or on the library premises in a manner that unreasonably interferes with or impedes access to the library, is prohibited.

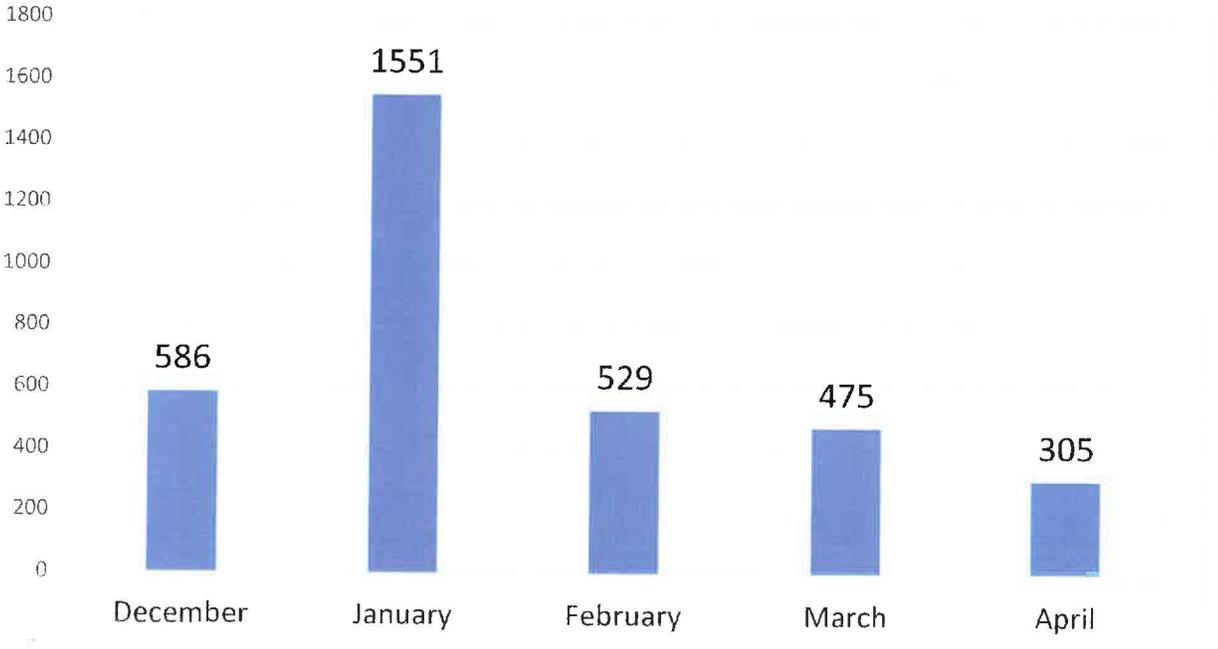
Interfering with the free passage of library staff or patrons in or on the library premises, including, but not limited to, sitting or lounging on the floor when not actively browsing shelves or participating in library programs, is prohibited.

The designated location on the library premises for all appurtenances associated with an assembly, such as, but not limited to, chairs and tables, is west of the bike rack located in the northwest corner of the library building. The designated location is a concrete space measuring approximately 12 feet by 4 feet, 11 inches.

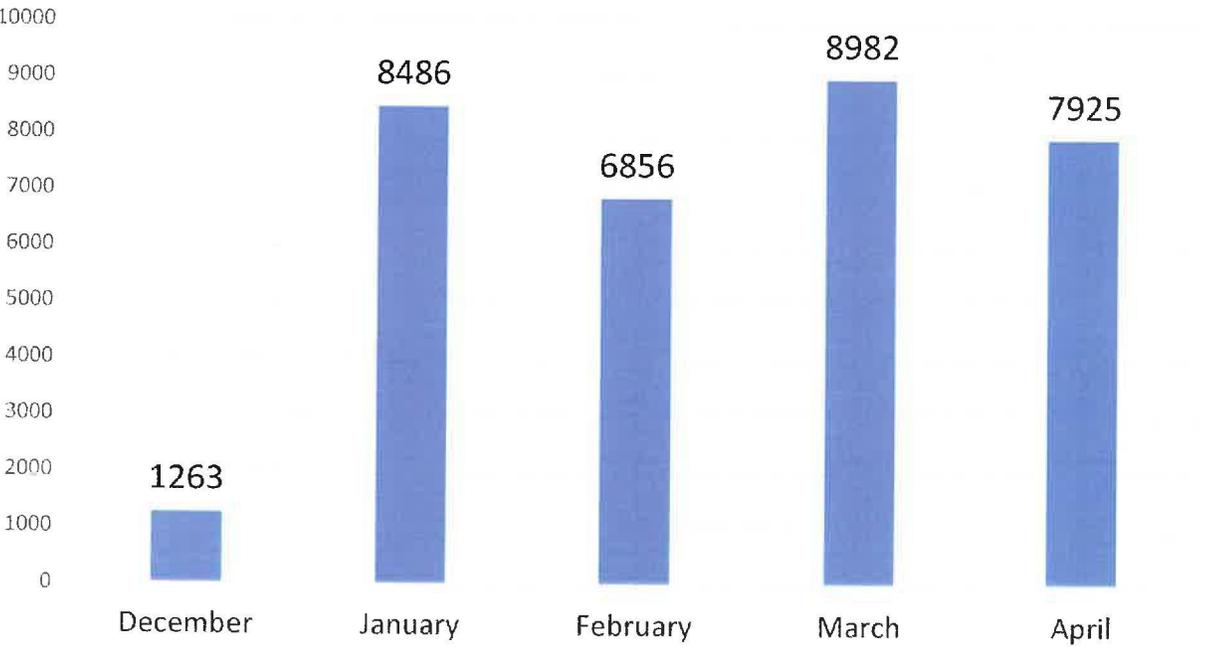
2017-18 ADMr by County Line as of March 11, 2019

<u>ResdCntyCd</u>	<u>ResdDis</u>	<u>ResdDistNm</u>	<u>Total ADMr</u>	<u>County ADMr</u>	<u>Dist %</u>
10 Douglas	1990	Oakland	611	13,968	4.38%
10 Douglas	1991	Roseburg	5,884	13,968	42.13%
10 Douglas	1992	Glide	732	13,968	5.24%
10 Douglas	1993	Days Creek	194	13,968	1.39%
10 Douglas	1994	South Umpqua	1,497	13,968	10.72%
10 Douglas	1995	Camas Valley	213	13,968	1.52%
10 Douglas	196	North Douglas	335	13,968	2.40%
10 Douglas	1997	Yoncalla	232	13,968	1.66%
10 Douglas	1998	Elkton	239	13,968	1.71%
10 Douglas	1999	Riddle	395	13,968	2.83%
10 Douglas	2000	Glendale	268	13,968	1.92%
10 Douglas	2001	Reedsport	653	13,968	4.67%
10 Douglas	2002	Winston-Dillard	1,374	13,968	9.83%
10 Douglas	2003	Sutherlin	1,309	13,968	9.37%

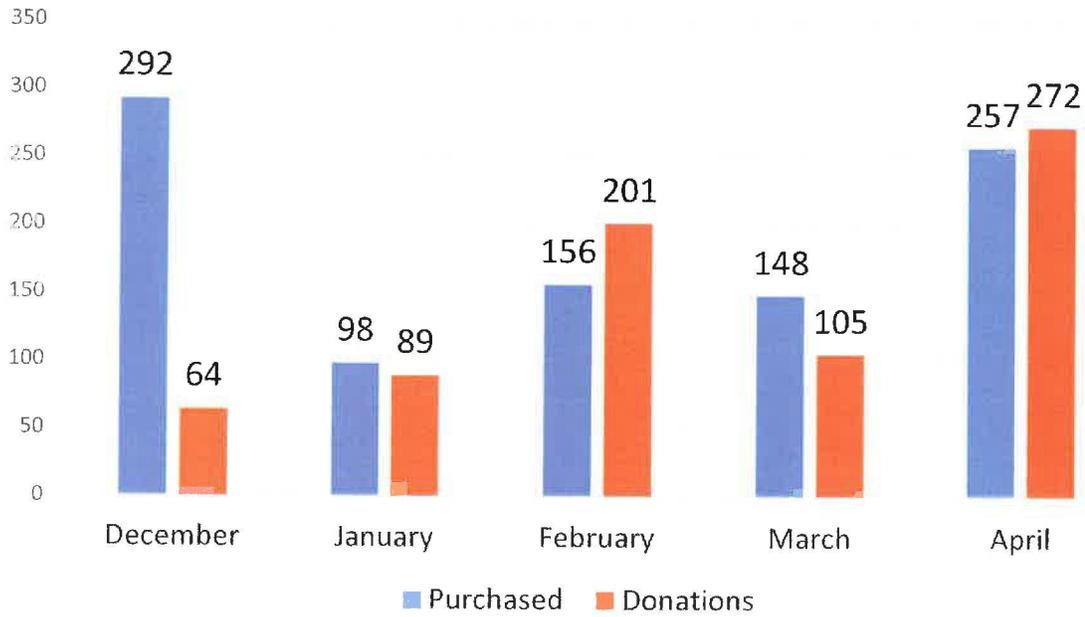
New Users



Physical Materials Checkouts



Items Added



Total value added to collection

December - \$6688.26

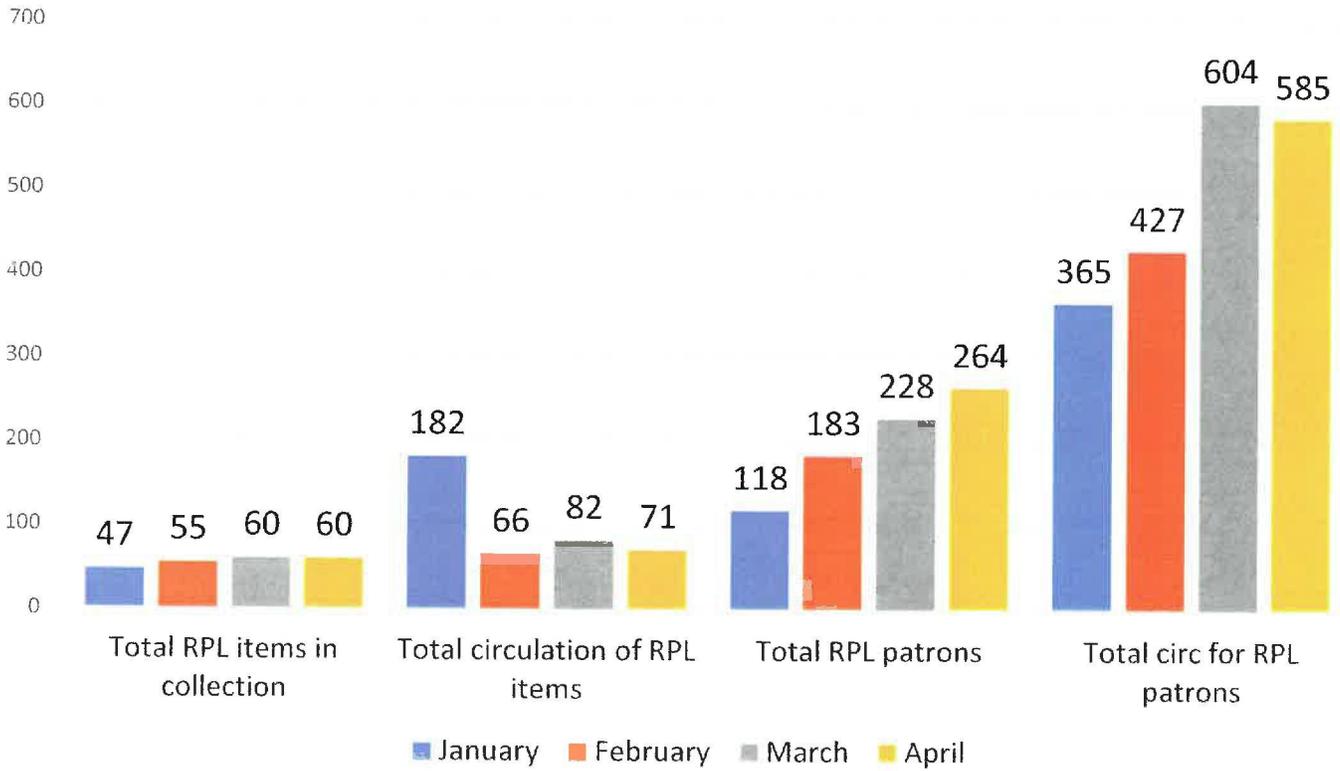
January - \$3943.10

February - \$4917.35

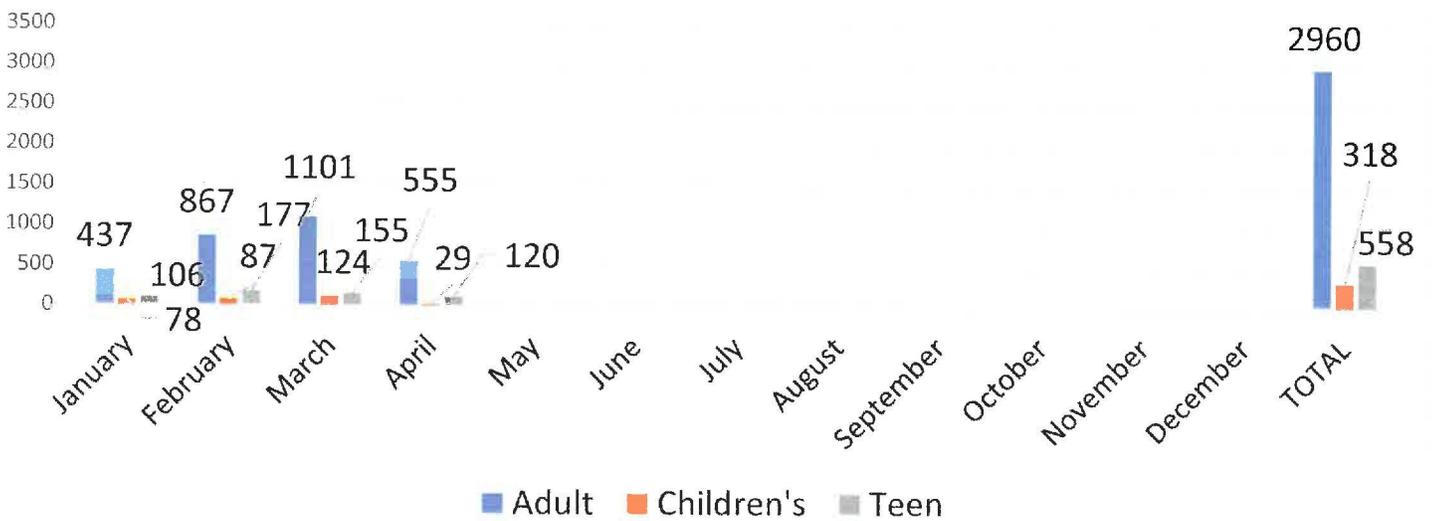
March - \$4375.81

April - \$10,202.53

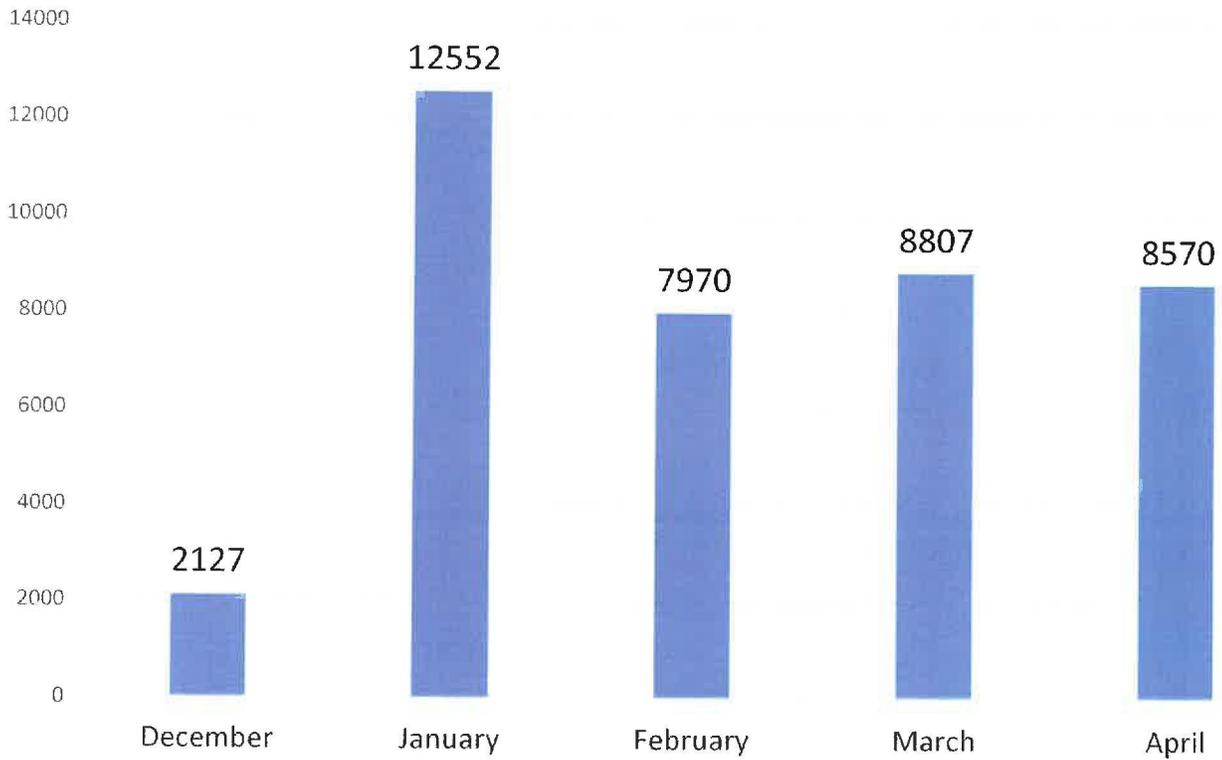
cloudLibrary e-materials



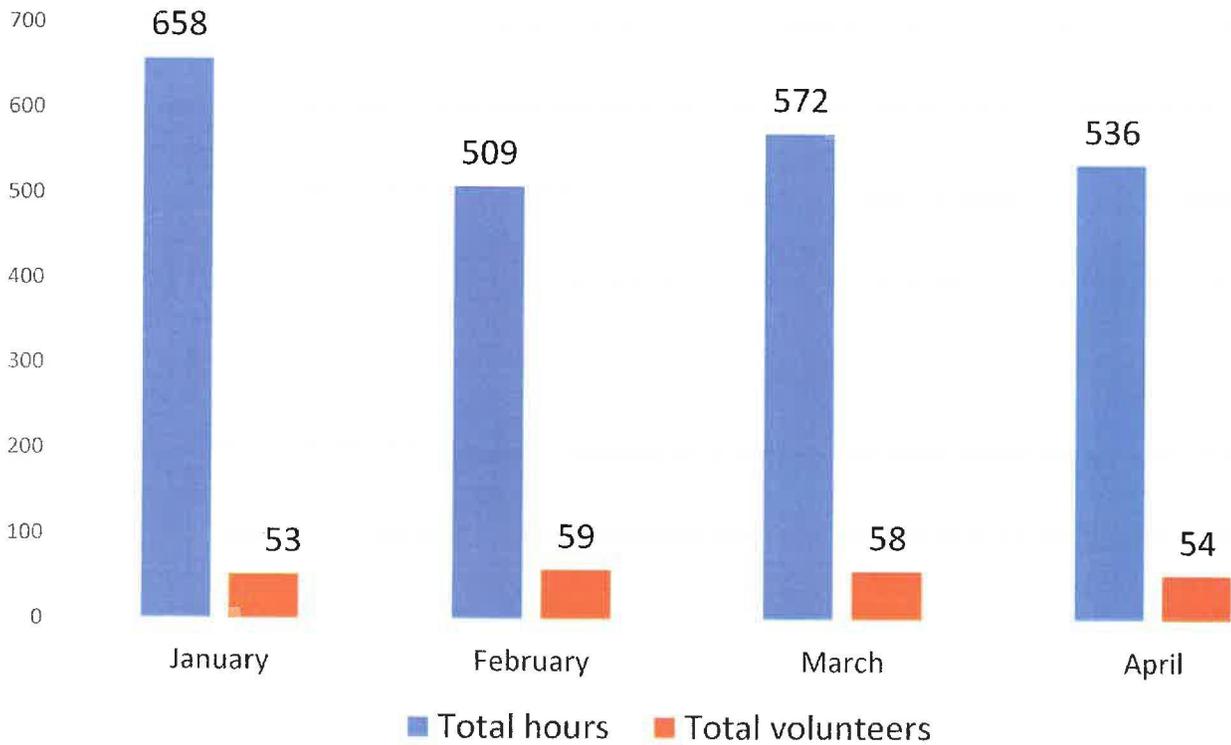
Total Computer Sessions by Area



Door Count



Volunteer Contribution



Children's Programs

Date		Attendance	Partner (if applicable)
4/2/2019	Evening storytime	5	
4/3/2019	storytime	52	
4/6/2019	Wildlife Safari bugs	115	
4/9/2019	Evening Storytime	8	
4/10/2019	Storytime	60	
4/11/2019	Preschool Spring Science	31	
4/12/2019	Lego Freeplay	33	
4/13/2019	Storytime	42	
4/16/2019	Evening Storytime	3	
4/17/2019	Storytime	47	
4/18/2019	Preschool Spring Science	23	
4/20/2019	Storytime	35	
4/23/2019	Evening Storytime	3	
4/24/2019	Storyime	34	
4/25/2019	Preschool Spring Science	23	
4/25/2019	Family Movie Night	7	
4/26/2019	Lego Freeplay	16	
TOTAL		552	

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
4/3/2019	Teen Advisory Council	6	
4/4/2019	Teen Movie	8	
TOTAL		14	

Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
4/4/2019	Writers Workshop	13	
4/9/2019	Can You Beat Diabetes?	6	
4/17/2019	Adult Computer Workshop	6	
4/23/2019	One Room Schools	4	
4/18/2019	Bob Hielman	6	
4/30/2019	Arbor Day	20	Parks & Rec
4/30/2019	The Preserver's Journal	18	
4/30/2019	Silent Book Group	3	
TOTAL		76	

Library Card Sponsorship Program
Number of applications approved – 39
Number of library cards issued – 21