



ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, June 25, 2019

APP

4:00 P.M. Regular Meeting Multipurpose Room 2
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.

Note: Date Change

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. May 21, 2019

IV. DISCUSSION ITEMS

A. Election of Vice-Chair

B. 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: July 23, 2019 in Multipurpose Room 2 at Roseburg Public Library
(Note this is one week later than usual)

VII. INFORMATIONAL

- A. Monthly Statistics
- B. Library Card Sponsorship Program
- C. Programming
- D. Grants Update
- E. Staffing Update
- F. 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
May 21, 2019**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on May 21, 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, Kelly Peter, Theresa Lundy

Absent: Commissioners Francesca Guyer, Laura Harvey, Mandy Elder

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

Others Present: City Attorney Bruce Coalwell, City Councilor Bev Cole, Sanne Godfrey of the News-Review

APPROVAL OF MINUTES:

Commissioner Peter moved to approve the April 16, 2019, minutes. The motion was seconded by Commissioner Belzner and approved with the following vote: Chair Prawitz and Commissioners Belzner, Peter, and Lundy voted yes. No one voted no.

INTRODUCTIONS

DISCUSSION ITEMS:

- A. Assembly Policy – Director Wiley presented an Assembly Policy that 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.

There was discussion about the scope of the policy. City Attorney Coalwell stated that standing outside in a public place with a hand out is protected. The provision in this policy is limiting those with items such as chairs and tables to a specific location not because we must allow it but because we want to regulate it. People can stand or stand with a sign in their hands as long as they aren't interfering with people's access. This policy would not restrict people standing close to the door; however, if they want a table or chair or interfere with access to the door, that would be a different issue. This is narrowed, tailored language based off a policy from Multnomah County.

Director Wiley stated that the designated area is not covered.

City Attorney Coalwell stated that if there were a crowd or congregation of people around the front door, the City would have to deal with that on a case-by-case basis and maintain clear access to the building. He also noted that the City Manager would have the authority to change this policy if necessary.

There was discussion regarding the public's use of the vestibule. City Attorney Coalwell advised that the way the policy is written, it is OK for people to sit in the vestibule as long as they are not interfering with entry points or with staff.

City Attorney Coalwell noted that he advised implementing this policy through a 30-day notice; he did not want it adopted without a public process.

- B. Student library card fee for school districts – Director Wiley reported that 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 and act as the contracting agency. Funds generated would be used to purchase youth materials for Roseburg Public Library and help offset library staff costs of implementing and maintaining the service. The Roseburg City Council has final authority to establish the fee and implement this service.

Commissioner Lundy moved to approve that the Library Commission recommend the City Council implement a library card services contract with interested school districts within Douglas County and adopt a fee of \$20 per student card. The motion was seconded by Commissioner Belzner and approved with the following vote: Chair Prawitz and Commissioners Belzner, Peter, and Lundy voted yes. No one voted no.

AUDIENCE PARTICIPATION:

None

BUSINESS FROM THE COMMISSION:

None

NEXT MEETING DATE:

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

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics; she reported that the library received a significant number of book and DVD donations that were added to the collection. There was discussion of ematerials usage as well as computer use. Director Wiley reported that the library uses Cybrarian time and print management software and Deep Freeze computer protection

software. There was discussion of the contributions of volunteers; the statistics presented in the packet do not include the contributions provided by Friends of the Roseburg Public Library.

Programming

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

- Historical Lookouts of Oregon with Tanveer Bokhari, Tuesday, May 28 at 6:30 p.m.
- Silent Book Group, Tuesday, May 28 at 6:30 p.m.
- Author Victor Lodato, Thursday, June 6 at 6:30 p.m.

The library is looking at fall programming centered on retirement and investment information, a lecture series with Umpqua Community College, and a visit from religious fiction author Jane Kirkpatrick.

Youth Services Librarian Oberg provided an update on children's programming. She has scheduled programming every day during the Summer Reading Program. She is working on creating reading logs with prizes for reading five, 10, and 15 hours with a final prize of a book for reading 20 hours. Children will have a continuation log that they can use to enter a drawing for a grand prize. The theme is outer space, and Umpqua Bank is the major sponsor. Alexa Ligon has been hired as the temporary Summer Reading Program aide; the position is funded by the State Library of Oregon's Ready to Read program.

Collaborations With Douglas Education Service District

Director Wiley reported that the library is partnering with the Douglas ESD and the Oregon Technology Access Program (OTAP) on a teen service project that will bring board books to make them tactile for people with visual and cognitive impairments; the books will be added to the Children's Room. This is a pilot project that we hope expands to include other groups bringing books for children with different abilities.

Director Wiley reported that OTAP is scheduling training on its 3D printer for its staff and library staff with Phoenix School.

OTAP is utilizing the library's online catalog to make its holdings available for searching and viewing to its audience around the state. The ESD's autism educators are interested in using the catalog to add books for specific educators serving around the county.

The library will contract with the ESD for event planning services to take over adult programming later this summer.

Grants Update

Director Wiley reported that the City received a \$55,000 grant from the Whipple Foundation Fund through the Oregon Community Foundation for collection materials and the adult programmer position that will be contracted through the Douglas Education Service District. The furniture part of the application was not funded.

06/25/2019

The City contracted with FCC to create a design for the main area of the library that would include more comfortable, updated seating, and the presentation is scheduled for Thursday, June 6 at 11 a.m.

Outstanding grants include 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 as well as an application to Jordan Cove for STEM materials.

Director Wiley submitted final grant reports to the Collins Foundation, Oregon Community Foundation, and Cow Creek Foundation for the library renovation project.

Budget Update

Director Wiley reported the City Budget Committee tentatively approved the library's preliminary operating budget of \$429,000, which includes four part-time library aide positions. A job description was written, and the Human Resources Department is managing the recruitment. We anticipate the City Council will follow the Budget Committee's suggestion and approve the entire City budget in June. Concurrently, we will continue the selection process but will not hire anyone until at least July 1.

ADJOURNMENT:

The meeting adjourned at 4:49 p.m. The next meeting is scheduled for Tuesday, June 18, 2019, at 4 p.m. in Roseburg Public Library's Multipurpose Room 2.

Respectfully submitted,

Kristen L. Wiley

Kris Wiley, Library Director

ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



COMMISSION AGENDA

Meeting Date: June 25, 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 June 25, 2019, one week later than its usual date.

BACKGROUND

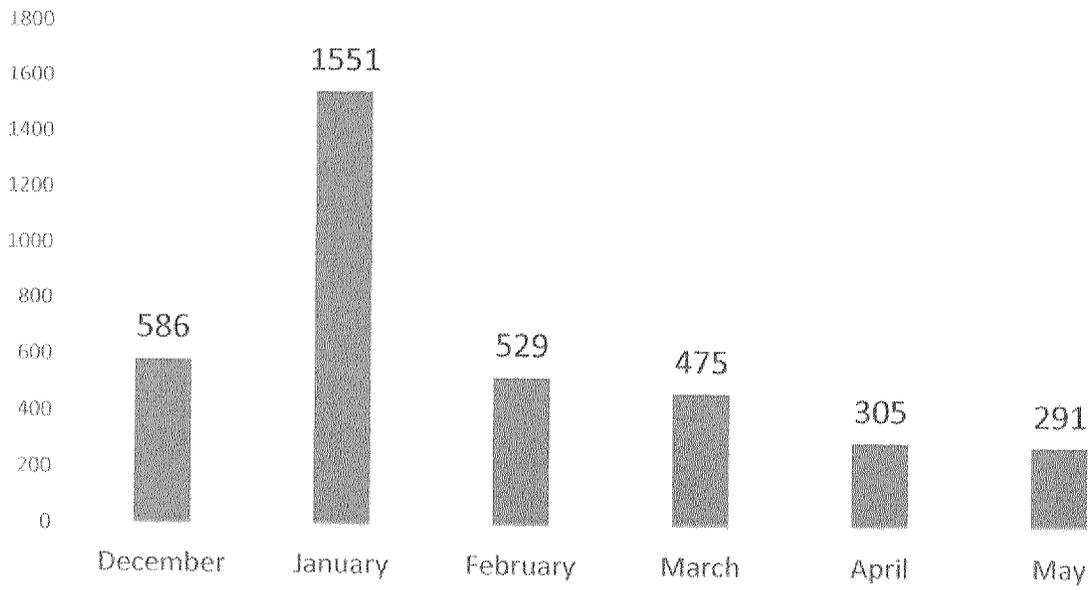
Discussion items.

The following are the discussion items on your agenda:

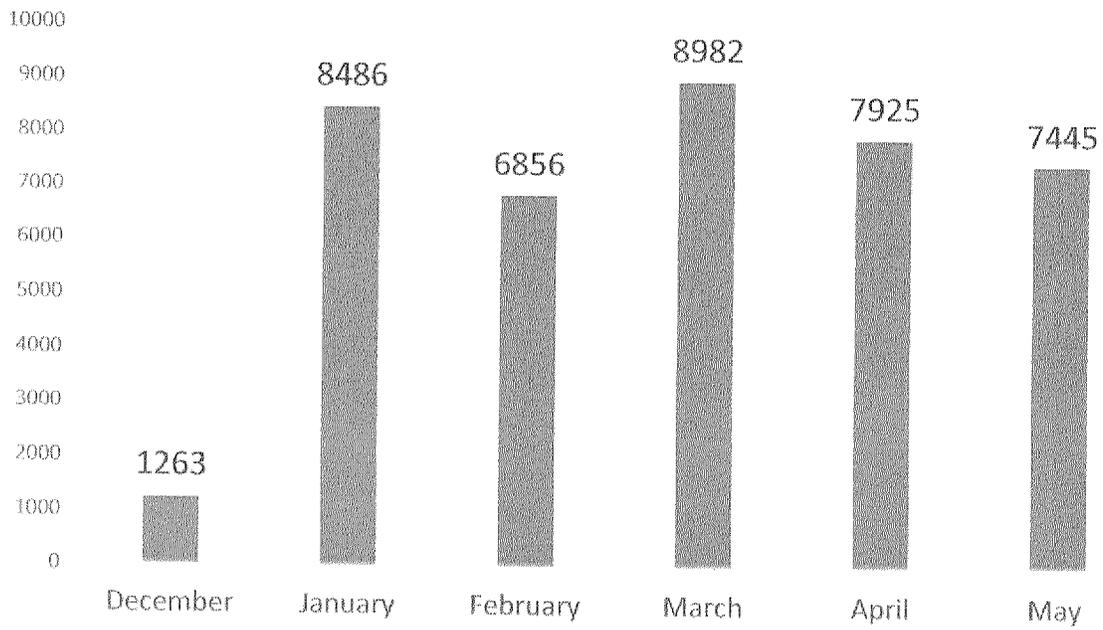
- A. Election of Vice-Chair – The City of Roseburg Municipal Code states that a Vice-Chair shall be elected by the Library Commission. The Vice-Chair shall act in the absence of the Chair and, while serving as Chair, shall have full voting privileges. The Library Commission should elect a Vice-Chair at this meeting.
- B. Library Card Fee for School Districts – At the May meeting, the Library Commission approved the implementation of library card services for interested school districts within Douglas County with a fee of \$20 per student card. Since that meeting, a school district has expressed interest in purchasing library cards for staff as well as students. The question for the Library Commission is whether to extend the service to staff and to determine which staff members would be eligible to receive a card.

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 \$20 per card for students, classroom teachers, and media services staff.

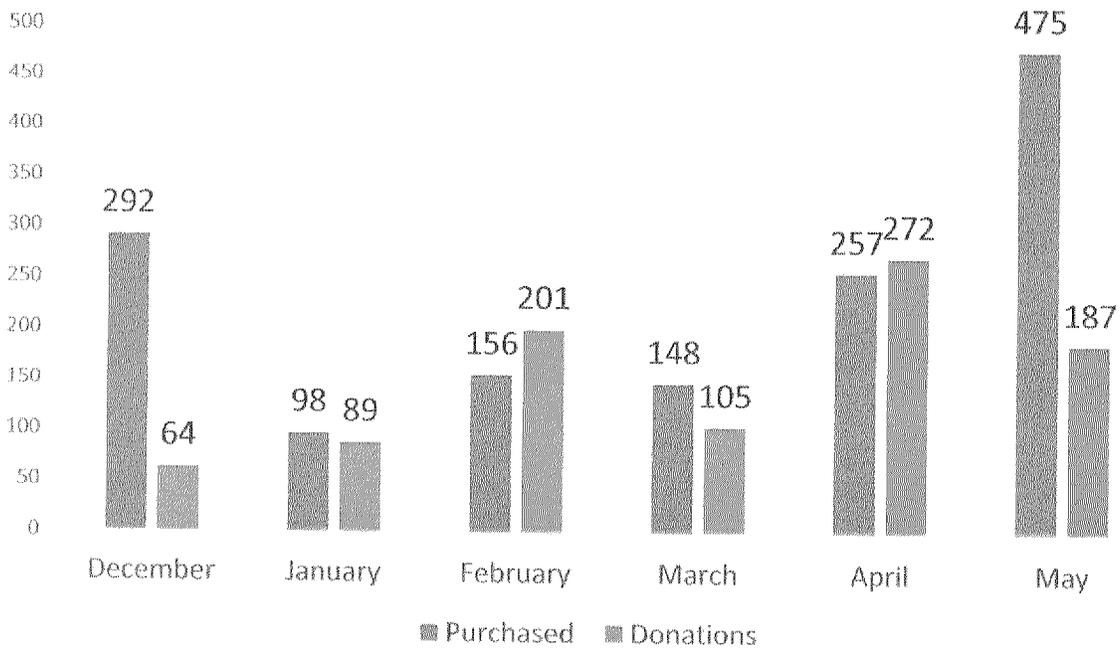
New Users



Physical Materials Checkouts



Items Added



Total value added to collection

December - \$6688.26

January - \$3943.10

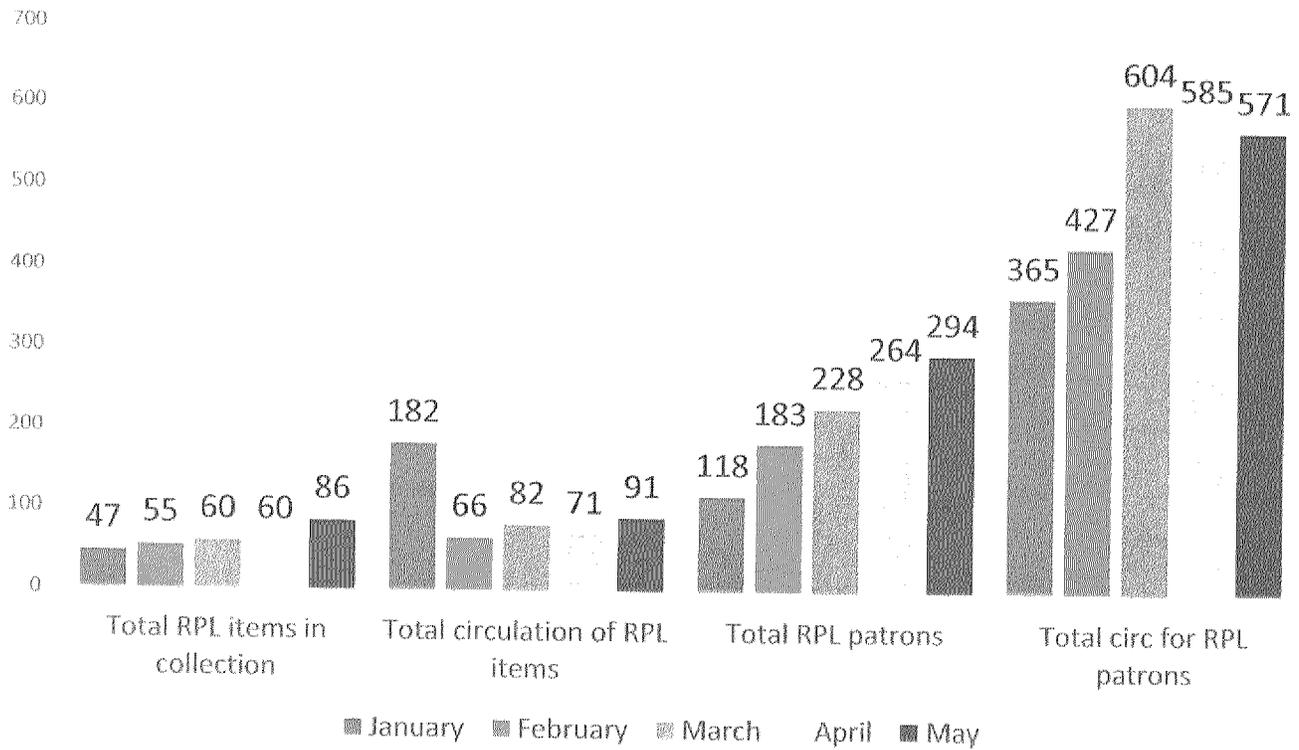
February - \$4917.35

March - \$4375.81

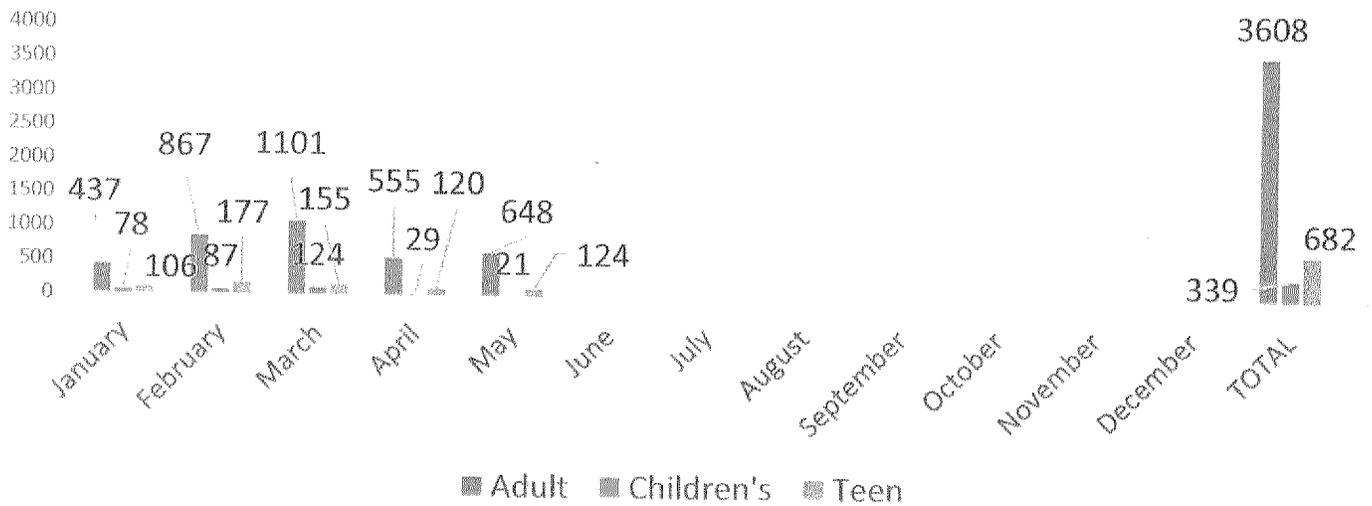
April - \$10,202.53

May - \$24,432.09

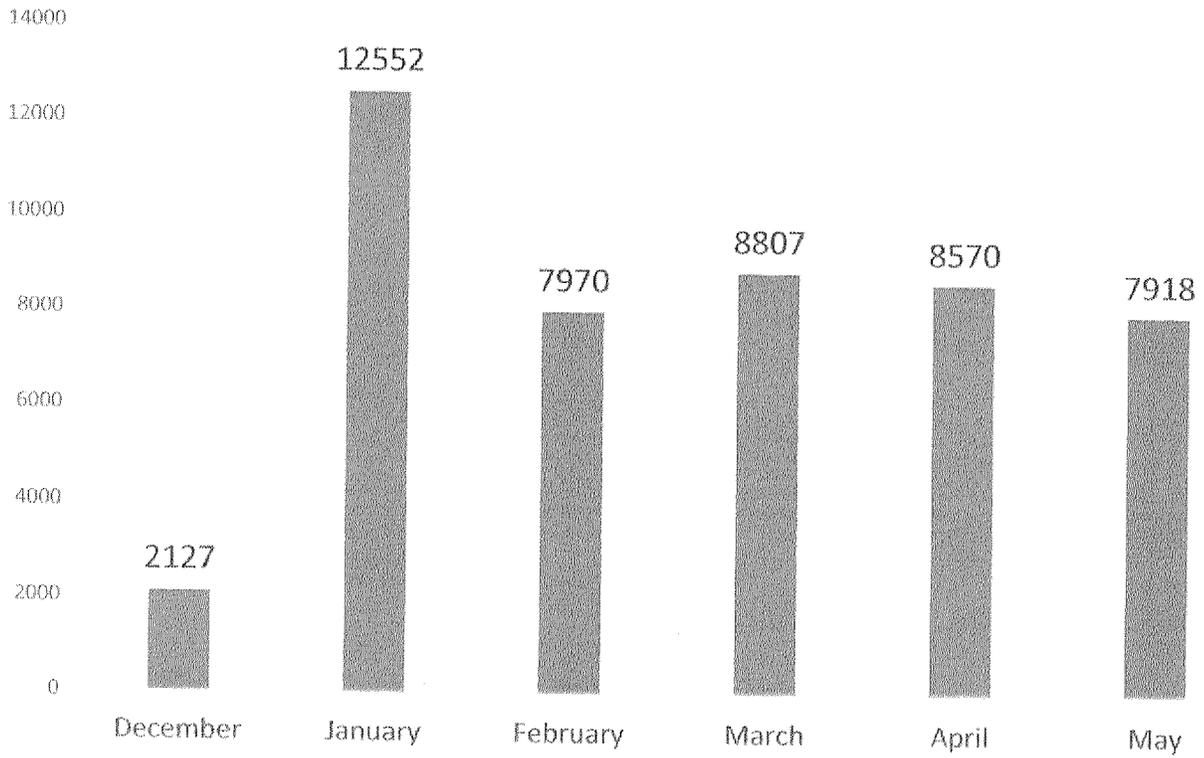
cloudLibrary e-materials



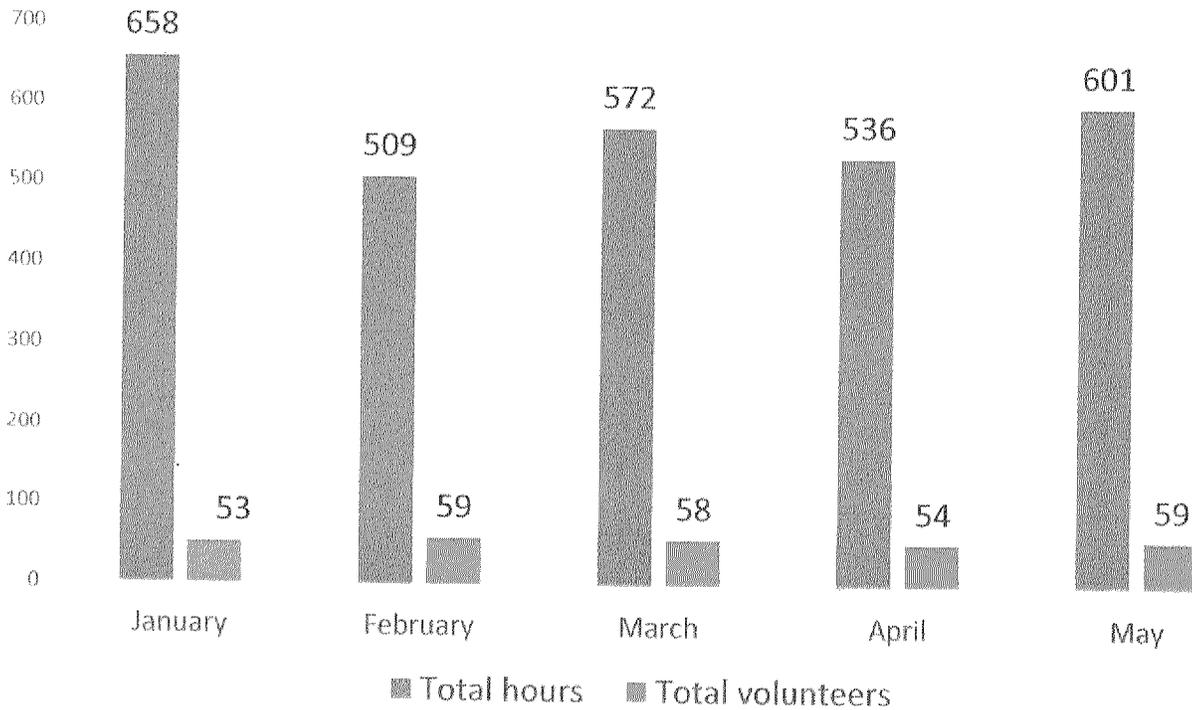
Total Computer Sessions by Area



Door Count



Volunteer Contribution



Children's Programs

Date		Attendance	Partner (if applicable)
5/1/2019	Kindergarten Library Tour	63	
5/1/2019	Storytime	30	
5/2/2019	Elementary Perler Beads	7	
5/4/2019	Storytime	28	
5/8/2019	Storytime	38	
5/10/2019	Lego Freeplay	13	
5/15/2019	Storytime	53	
5/18/2019	Princess Storytime	100	Princess Belle
5/18/2019	STEM UCC Outreach Event	100	
5/22/2019	Storytime	53	
5/25/2019	Storytime	35	
5/29/2019	Storytime	35	
5/30/2019	Family Movie Night	12	
5/31/2019	Community Baby Shower	211	
TOTAL		778	

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
5/1/2019	Teen Advisory Council	6	
5/9/2019	Teen Craft: Bath Bomb & Soap	29	
TOTAL		35	

Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
5/15/2019	Adult Computer Workshop	3	
5/28/2019	Silent Book Group	5	
5/28/2019	Historical Lookouts of Oregon	16	
TOTAL		24	

Library Card Sponsorship Program
 Number of applications approved – 46
 Number of library cards issued – 23