



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, September 17, 2019**

**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. August 20, 2019

IV. INTRODUCTIONS

V. DISCUSSION ITEMS

A. Policy Updates

B. Reciprocal Borrowing Agreement with North Douglas Library District

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.

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: October 15, 2019, in Ford Room at Roseburg Public Library

VIII. INFORMATIONAL

- A. Monthly Statistics
- B. Annual Report to State Library
- C. Summer Reading Program Review
- D. Programming
- E. Grants Update

IX. 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
August 20, 2019**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4: p.m. on August 20, 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, Mandy Elder, Francesca Guyer

Absent: Commissioner Laura Harvey

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

Others Present: None

APPROVAL OF MINUTES:

Commissioner Belzner moved to approve the July 23, 2019, minutes. The motion was seconded by Commissioner Lundy and approved with the following vote: Chair Prawitz and Commissioners Belzner, Peter, Elder, and Lundy voted yes. No one voted no.

AUDIENCE PARTICIPATION:

BUSINESS FROM THE COMMISSION:

NEXT MEETING DATE:

Tuesday, September 17, 2019, in the Ford Room at Roseburg Public Library

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics; she reported that July was the second highest month for circulation of physical materials and door count since the library opened. More detailed circulation statistics were presented, including breakdown by type of item and a snapshot of items out on August 9, 2019. Director Wiley reported that circulation was nearly equal between our electronic books platforms, cloudLibrary and OverDrive. About half of the OverDrive circulation is directly attributable to Kindle users, who cannot use the cloudLibrary platform.

Director Wiley gave kudos to Youth Services Librarian Aurora Oberg for her leadership of the Summer Reading Program. There were nearly 2000 attendees at children's programs in July.

Annual Report to State Library

Director Wiley stated that she has started work on the annual report to the State Library of Oregon, which is due October 1. She will present the final report to the Library Commission in September.

Magazine and Newspaper Survey Results

Director Wiley reported that 31 people completed the magazine and newspaper survey. Based on survey results and circulation statistics, Director Wiley intends to cancel subscriptions to Esquire, Cloth Paper Scissors, and Southern Oregon Business Journal. She is investigating a replacement for Barron's and will add Quiltfolk. Based on public response, we anticipate receiving donations of The New Yorker, a writer's magazine, and Christian Science Monitor. Librarian Oberg does not plan any changes in children's and young adult magazines.

Library Hours

Director Wiley reported that the library intends to increase its open hours to 34 per week beginning October 1, 2019. Hours will be Tuesday and Thursday 11 a.m.-8 p.m.; Wednesday and Friday 11 a.m.-5 p.m.; and Saturday 10 a.m.-2 p.m. Director Wiley stated she intends to assess the workload and capacity of these hours with the goal to add four more hours to the schedule in 2020.

Programming

The Summer Reading Program continues through the end of August. Librarian Oberg will not schedule youth programs in September; instead, she will regroup and plan programs for the fall and winter months.

Director Wiley reported that there will be an increase in the number of adult programs beginning in September. The College in the Community lecture series, a partnership between Umpqua Community College, the Douglas Education Service District (ESD), and the library, will be the third Thursday of every month at 6:30 p.m. from September through May. UCC Dean Jason Aase will present the first program on earthquakes and tsunami in the Pacific Northwest. Director Wiley stated that Douglas ESD Event Planner Cindy Doyle is taking over adult programming and just getting started.

Grants Update

Director Wiley reported the library submitted a grant to the American Library Association for an Americans and the Holocaust exhibition, which includes panels and multimedia components as well as funding for public programs. Umpqua Valley Havurah connected us with a scholar, Rabbi Dr. Jonathan Seidel, and our proposal included two program focuses for teens and two for the general public. The grant will be awarded in September for programs occurring in 2020 and 2021.

We received a grant from The Ford Family Foundation for \$10,000 to help fund our RARE AmeriCorps position. Our final report for funding received for the 2018-19 RARE participant is due in late September.

Staffing Update

RARE AmeriCorps participant Katie Fischer will join the library September 9 for an 11-month appointment. Katie is a recent University of Oregon graduate with an environmental studies degree. She volunteered at the Eugene Public Library's maker hub. Her goals include developing and implementing a library use assessment survey and strategic plan; youth services outreach; developing a communication plan; and implementing a makerspace.

Reciprocal Borrowing Agreement

Director Wiley reported that she is interested in developing a reciprocal borrowing agreement with North Douglas Library District (NDLD) based in Drain. She stated this makes sense for Roseburg Public Library because NDLD has a tax base from which it purchases new materials for its collection, and its collection development complements Roseburg's. In addition, working with one library would enable us to determine the impact on our collection because we need to ensure that Roseburg Public Library patrons are adequately served. This would affect the physical collection only. Director Wiley and City Recorder Amy Sowa intend to meet with the NDLD Board to discuss a formal agreement, which Director Wiley intends to present to the Library Commission for discussion in September.

ADJOURNMENT:

The meeting adjourned at 4:38 p.m. The next meeting is scheduled for Tuesday, September 19, 2019, at 4 p.m. in 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: September 17, 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 September 17, 2019.

BACKGROUND

Discussion items.

The following are the discussion items on your agenda:

- A. Policy Updates – Library policies were reviewed by the Library Director and City Recorder. Minor administrative changes have been made to the following policies and are presented to the Library Commission for review and discussion. No motion is needed.
- Internet Use Policy – Page 4, The language was changed to indicate wireless printing is available.
 - Meeting Room Policy – Page 1, Corrected the capacity of the South Umpqua Room. Page 1 and 2, Deleted information about Study Room #2; this space is used only by the library and is not available to the public.
 - Rules of Conduct Policy – Page 1, Deleted the item indicating that lying down, sleeping, or the appearance of sleeping on the premise is prohibited to conform with current practice.
 - Library Card Sponsorship Application – Page 1, Language changed to conform with current practice.

There are two proposed amendments to the Circulation Policy. These are presented to the Library Commission for review and discussion, and a motion is required for the policy to be presented to the City Council.

- The creation of a Teacher Library Card would be available at no charge to full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed at public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. This card would have the same privileges as a non-resident annual member who pays \$60 per year.
- Students would have the ability to place holds on a maximum of 10 items simultaneously regardless of format. Currently, students are unable to place holds.

SUGGESTED MOTION – I move that the Library Commission recommends that the City Council adopt the Circulation Policy that has been set forth for approval.

- B. Reciprocal Borrowing Agreement with North Douglas Library District – The Library Director and City Recorder met with North Douglas Library District staff and board members to discuss a reciprocal borrowing arrangement and have worked out an agreement that will allow physical materials to be exchanged between the two libraries. The North Douglas Library District Board approved the agreement at its September 11, 2019, meeting. A Reciprocal Borrowing Policy and Agreement Between City of Roseburg and North Douglas Library District for Reciprocal Borrowing of Library Materials are presented to the Library Commission for review and discussion. The Reciprocal Borrowing Policy does not require a motion.

SUGGESTED MOTION – I move that the Library Commission recommends that the City Council authorize the City Manager to sign the Agreement Between City of Roseburg and North Douglas Library District for Reciprocal Borrowing of Library Materials.

ATTACHMENTS

- #1 Reciprocal Borrowing Agreement with North Douglas Library District
- #2 Reciprocal Borrowing Policy

**Agreement Between
City of Roseburg and North Douglas Library District
for Reciprocal Borrowing of Library Materials**

This Agreement is entered into this _____ day of _____, 2019, by and between the City of Roseburg and North Douglas Library District (NDLD).

WHEREAS, the City of Roseburg desires to expand the opportunities for Roseburg Public Library patrons to borrow library materials; and

WHEREAS, North Douglas Library District also desires to expand the opportunities for its patrons to borrow library materials; and

WHEREAS, the Roseburg City Council and NDLD Board of Directors believe it is in the best interests of their respective libraries to establish a reciprocal borrowing program that would allow their patrons to share library materials; and

WHEREAS, the Roseburg City Council and NDLD Board of Directors understand that reciprocal borrowing is not a replacement for, but rather a supplement to, the services their libraries provide, and

WHEREAS, pursuant to ORS 190.010, the City of Roseburg and, pursuant to ORS 357.410, North Douglas Library District have the authority to enter into an intergovernmental agreement.

NOW, THEREFORE, in consideration of the benefits to be received by the two library systems and their respective patrons and of the mutual promises and covenants contained herein, it is hereby agreed by the City of Roseburg and North Douglas Library District as follows:

1. **Purpose.** The purpose of this Agreement is to establish a reciprocal borrowing program to facilitate the joint use of public library patrons to borrow library materials at Roseburg Public Library and Mildred Whipple Public Library.
2. **Term.** This agreement shall be effective from the date last set forth below and shall expire one year after the effective date of the agreement. Thereafter, this agreement shall automatically renew for one-year terms unless notice of termination or renegotiation is provided by either party not less than sixty (60) days before the date of expiration.
3. **Specific Provisions.** The cardholders of one library may borrow materials from the other library without payment of any nonresident fee under the following conditions.
 - a. The current policies and procedures for the provision of library service of each library system shall remain in effect with no coordination or standardization required.

- b. The terms of this Agreement shall apply to the library cardholders of Roseburg Public Library and Mildred Whipple Public Library. This Agreement and the privileges contained herein do not extend to patrons of other cities or library systems or districts not party to this Agreement.
4. **Review.** The Directors of Roseburg Public Library and North Douglas Library District will review the effectiveness of this Agreement annually.
5. **Notices.** All notices, requests, demands, and other communications required by this Agreement shall be in writing delivered to:

Roseburg Public Library
Attn: Library Director
1409 NE Diamond Lake Blvd., Ste. 100
Roseburg, OR 97470

North Douglas Library District
Attn: District Librarian
205 West 'A' Avenue
PO Box 128
Drain, OR 97435
6. **Financing.** Each library will bear its own cost of performing under this Agreement.
7. **Indemnification:** Each party shall indemnify, hold harmless and defend the other, its officials, agents and employees, from and against any and all claims, damages, losses and expenses, including attorney fees, arising in or from its performance of, or failure to perform, this Agreement. The extent of the City of Roseburg's and North Douglas Library District's obligations under this subsection is limited by the Oregon Constitution and ORS 30.260 through 30.300. Each party will maintain sufficient reserves and/or appropriate insurance reserves to pay any claims arising under this paragraph or the Oregon Tort Claims Act.
8. **Amendment.** This Agreement may be modified only by further agreement in writing as mutually agreed to by both library systems.
9. **Modification.** This Agreement represents the entire Agreement between the City of Roseburg and North Douglas Library District regarding reciprocal borrowing of library materials. No change, termination, or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the library systems. The Agreement shall

not be modified, supplemented, or otherwise affected by any course of dealing between the parties.

10. **Severability.** If any provisions of the Agreement or its application are held invalid, the remainder of the Agreement shall not be affected.
11. **Arbitration:** Any controversy regarding the language or performance of this Agreement shall be submitted to arbitration. Either party may request arbitration by written notice to the other. If the parties cannot agree on a single arbitrator within 15 days from the giving of notice, each party shall within five days select a person to represent the party and the two representatives shall immediately select an impartial third person to complete a three-member arbitration panel. If either party fails to select its representative, the other party may petition the Chief Judge of the Circuit Court of Douglas County for designation of the representative. The arbitration shall be conducted in accordance with ORS 36.600 through 36.740 or the provisions of any such future law. The arbitrator(s) shall assess all or part of the costs of arbitration, including attorney fees, to either or both parties.
12. **Benefit.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied on any third person.
13. **Termination.** Either party may terminate this Agreement without cause by providing the other party with sixty (60) days' notification.
14. **Good Faith.** The parties agree to work together in good faith to give effect to the terms and purpose of this Agreement.

Roseburg Public Library

North Douglas Library District

By: _____
Roseburg City Manager

By: _____
President, Board of Directors

Date: _____

Date: _____

Reciprocal Borrowing Policy

Roseburg Public Library establishes reciprocal borrowing services to allow participating libraries to share materials among their respective cardholders.

Roseburg Public Library supports citizen expectations that governments cooperate and collaborate for the benefit of the public good. Roseburg Public Library actively seeks ways to provide convenient, easy access to library materials for cardholders. A borrowing policy that offers cardholders free access to library materials beyond their primary library collection adds value for the library's customers and is responsible public policy.

A reciprocal borrowing agreement is an agreement established between two libraries that allows cardholders of one library to check out materials from the other library for free and vice versa. Such an agreement increases choices, offers greater convenience, and expands access to library materials for cardholders.

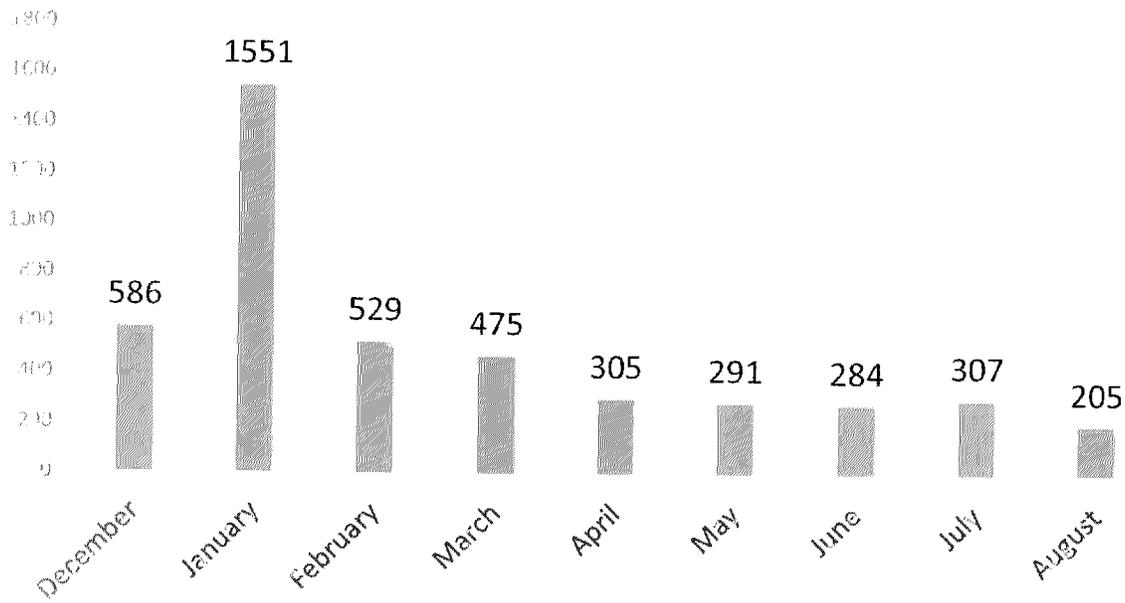
Roseburg Public Library will consider establishing reciprocal agreements with libraries in reasonable geographic proximity and that have a regular, ongoing funding source.

Libraries without tax support or libraries that do not establish a regular, ongoing funding source for the purchase of new materials are not eligible for reciprocal borrowing with Roseburg Public Library.

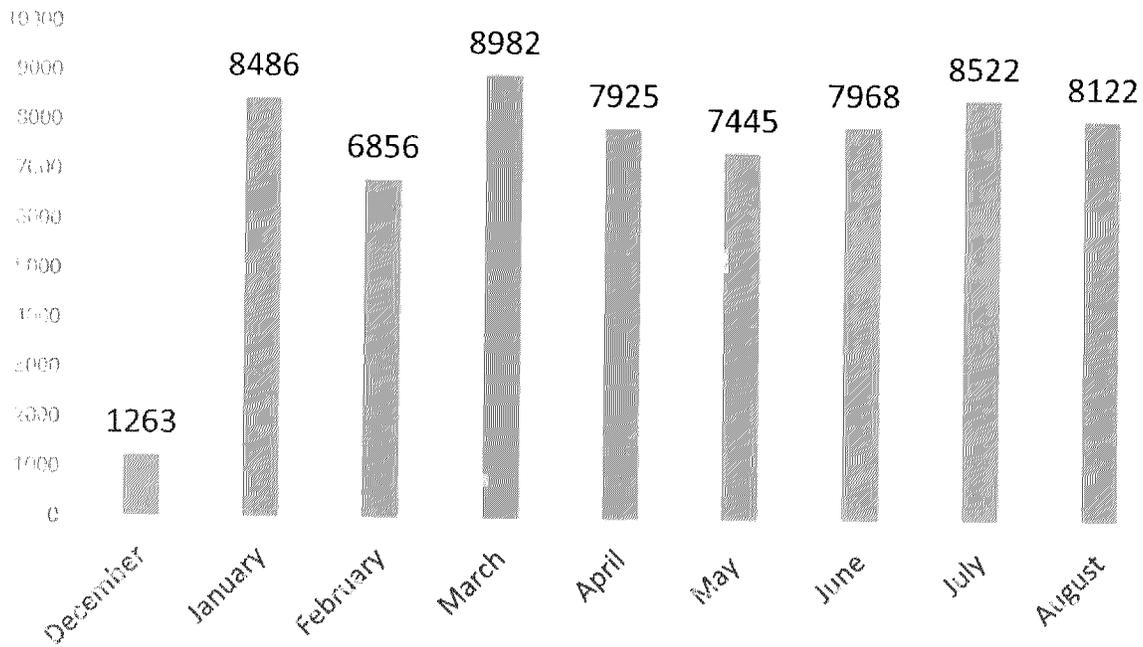
Reciprocal borrowers are subject to the rules, policies, and procedures set by Roseburg Public Library.

Roseburg Public Library will review its reciprocal agreements and usage annually to ensure agreements are serving their established purpose and current cardholders' needs. Should a reciprocal relationship create an imbalance or other situation that negatively affects services to Roseburg Public Library's cardholders or requires additional staffing or costs, the library will consider ending an agreement.

New Users



Physical Materials Checkouts

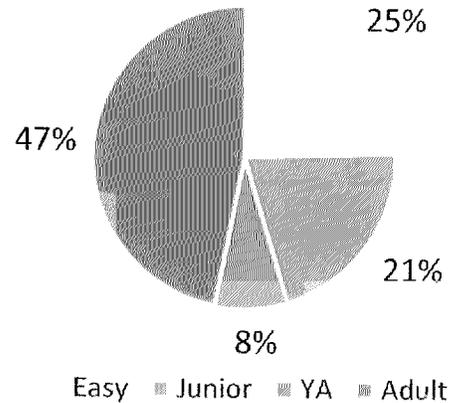


INFORMATIONAL
09/17/2019

1 - Unassigned	10
2 - Adult Audiobook	261
3 - Adult DVDs	527
4 - Adult Fiction	1304
5 - Adult Graphic Novel	62
6 - Adult Nonfiction	657
7 - Board Book	94
8 - Book-Disc	7
9 - Children's Audiobook	105
10 - Children's DVD	251
11 - Children's Graphic Novel	6
15 - ER-Phonics	1
16 - Fantasy	10
17 - Foreign Language F/NF	16
19 - Junior Fiction	873
20 - Junior Graphic Novel	145
21 - Junior Nonfiction	315
22 - Large Print	104
23 - Magazine	15
25 - Mystery	710
30 - Oversize	4
33 - Parenting	5
34 - Picture Book	1281
35 - Prof Collection	71
36 - Reader	505
37 - Reference	3
39 - Science Fiction	69
42 - Western	55
44 - Young Adult Audiobook	26
45 - Young Adult DVD	114
46 - Young Adult Fiction	338
47 - Young Adult Graphic Novel	103
48 - Young Adult Nonfiction	50
None/On-the-fly	25
TOTAL	8122

Easy	Junior	YA	Adult
25%	21%	8%	47%
1990	1689	631	3812

August Circulation by Material Type



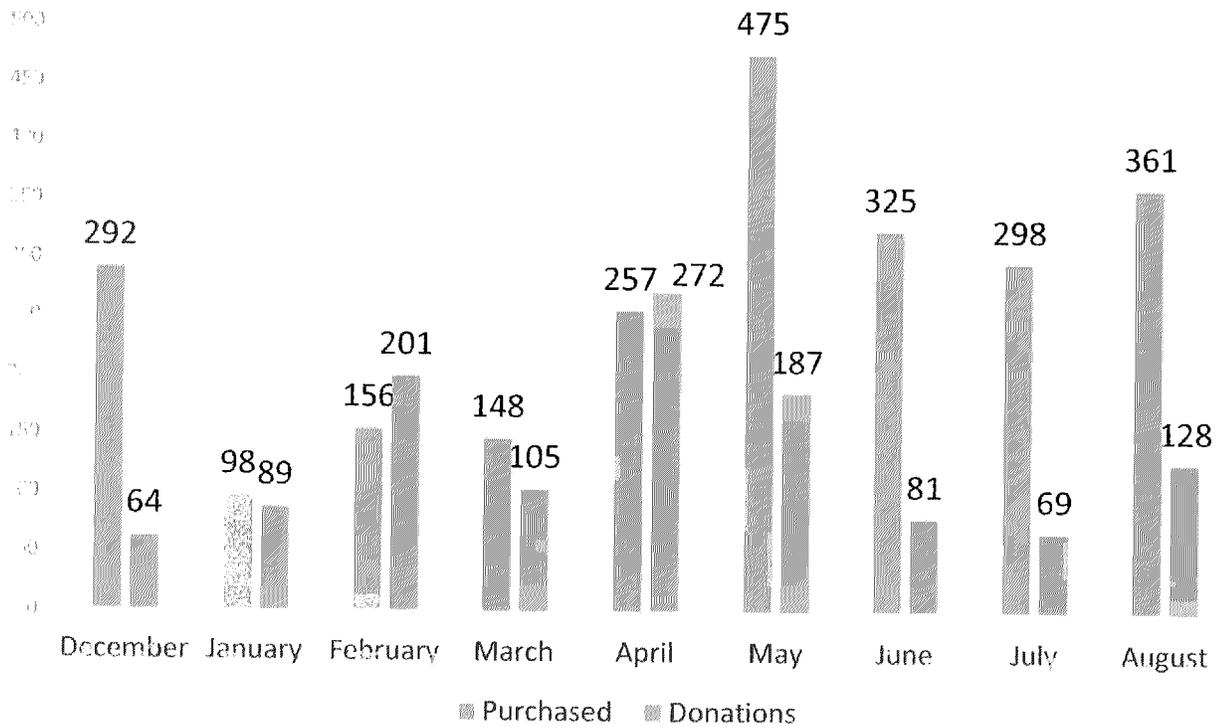
NEW Items Snapshot - September 2, 2019

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	2441	1200	49.16%
Picture Books	309	206	66.67%
Adult Fiction	553	302	54.61%
YA Fiction	127	33	25.98%

Circulation Snapshot - September 2, 2019

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	34	0	7	20.6
2 - Adult Audiobook	1706	2.2	197	11.5
3 - Adult DVDs	1906	2.5	182	9.5
4 - Adult Fiction	14000	18.1	868	6.2
5 - Adult Graphic Novel	433	0.6	38	8.8
6 - Adult Nonfiction	18815	24.3	634	3.4
7 - Board Book	161	0.2	66	41
8 - Book-Disc	70	0.1	8	11.4
9 - Children's Audiobook	570	0.7	76	13.3
10 - Children's DVD	557	0.7	137	24.6
11 - Children's Graphic Novel	52	0.1	4	7.7
12 - Children's Reference	177	0.2	1	0.6
14 - Equipment	9	0	0	0
15 - ER-Phonics	7	0	0	0
16 - Fantasy	24	0	6	25
17 - Foreign Language F/NF	837	1.1	11	1.3
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4409	5.7	814	18.5
20 - Junior Graphic Novel	476	0.6	105	22.1
21 - Junior Nonfiction	8779	11.4	338	3.9
22 - Large Print	1597	2.1	66	4.1
23 - Magazine	2643	3.4	8	0.3
24 - Map	0	0	0	0
25 - Mystery	5263	6.8	414	7.9
27 - Newspaper	17	0	0	0
30 - Oversize	221	0.3	3	1.4
31 - Pamphlet	9	0	0	0
32 - PAPER	8	0	0	0
33 - Parenting	57	0.1	4	7
34 - Picture Book	3378	4.4	880	26.1
35 - Prof Collection	431	0.6	47	10.9
36 - Reader	1484	1.9	410	27.6
37 - Reference	873	1.1	1	0.1
39 - Science Fiction	1360	1.8	57	4.2
40 - Software	13	0	0	0
42 - Western	798	1	31	3.9
43 - XX	223	0.3	0	0
44 - Young Adult Audiobook	246	0.3	23	9.3
45 - Young Adult DVD	271	0.4	44	16.2
46 - Young Adult Fiction	3797	4.9	372	9.8
47 - Young Adult Graphic Novel	470	0.6	84	17.9
48 - Young Adult Nonfiction	1088	1.4	40	3.7
49 - Young Adult Reference	0	0	0	0
50 - OTAP	1	0	0	0
Total	77297		5976	7.7

Items Added



Total value added to collection

December - \$6688.26

January - \$3943.10

February - \$4917.35

March - \$4375.81

April - \$10,202.53

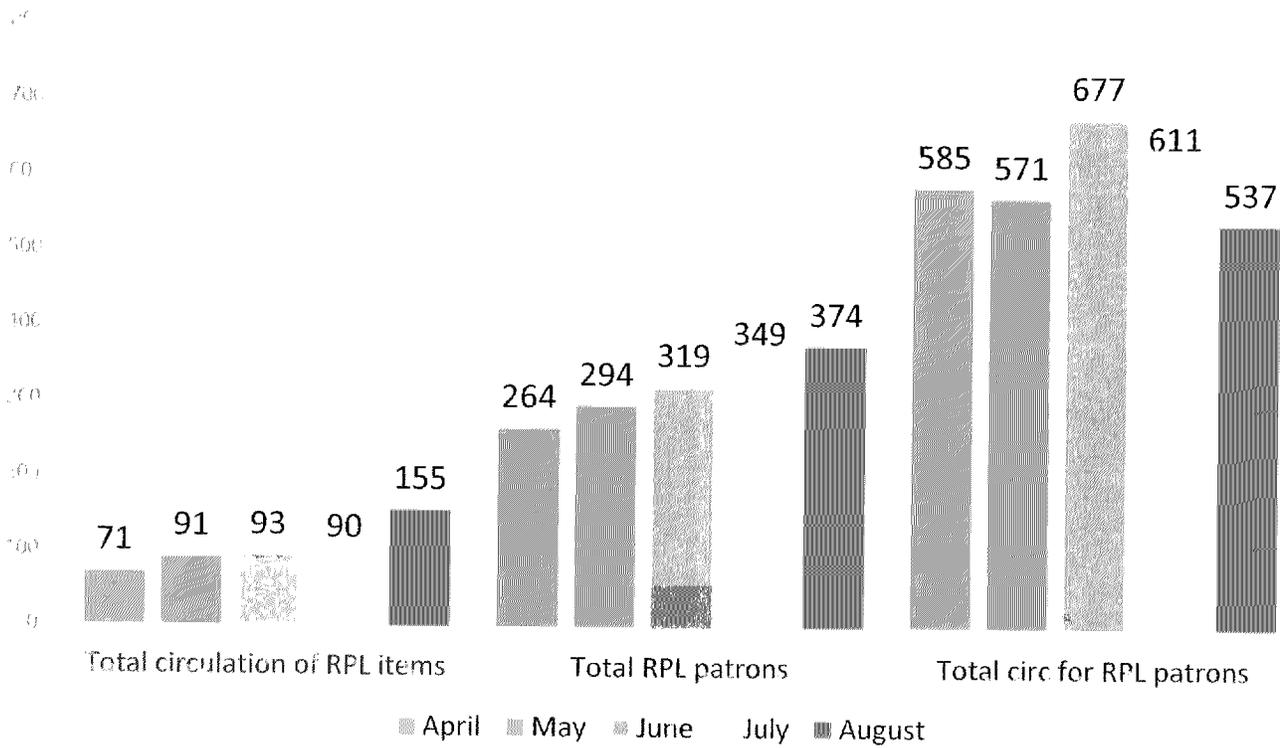
May - \$24,432.09

June - \$16,340.34

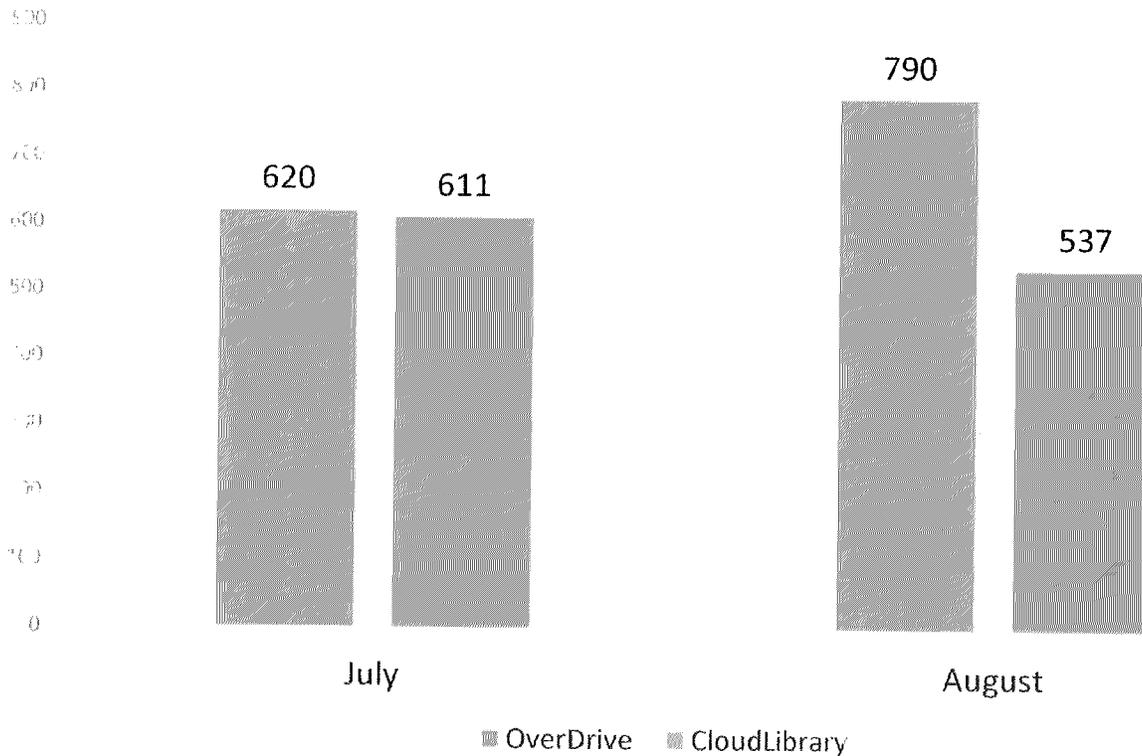
July - \$6054.13

August - \$8735.94

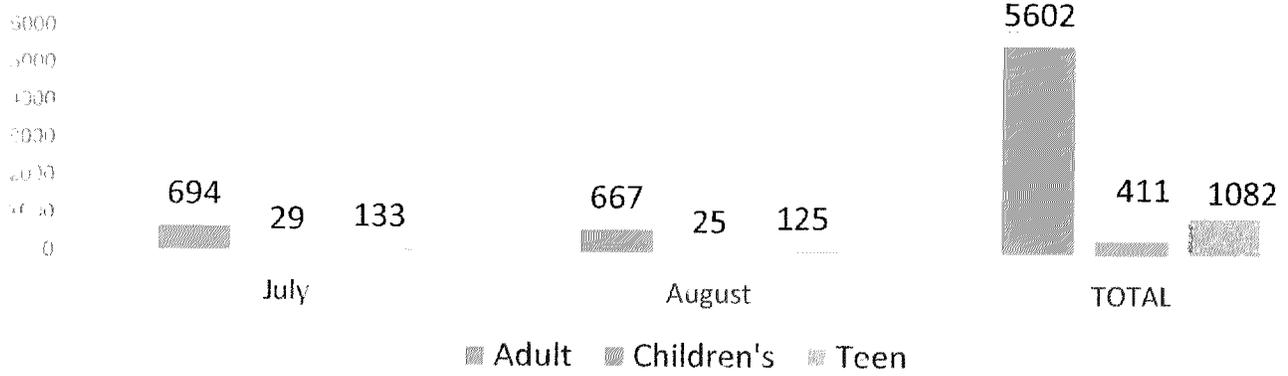
cloudLibrary e-materials



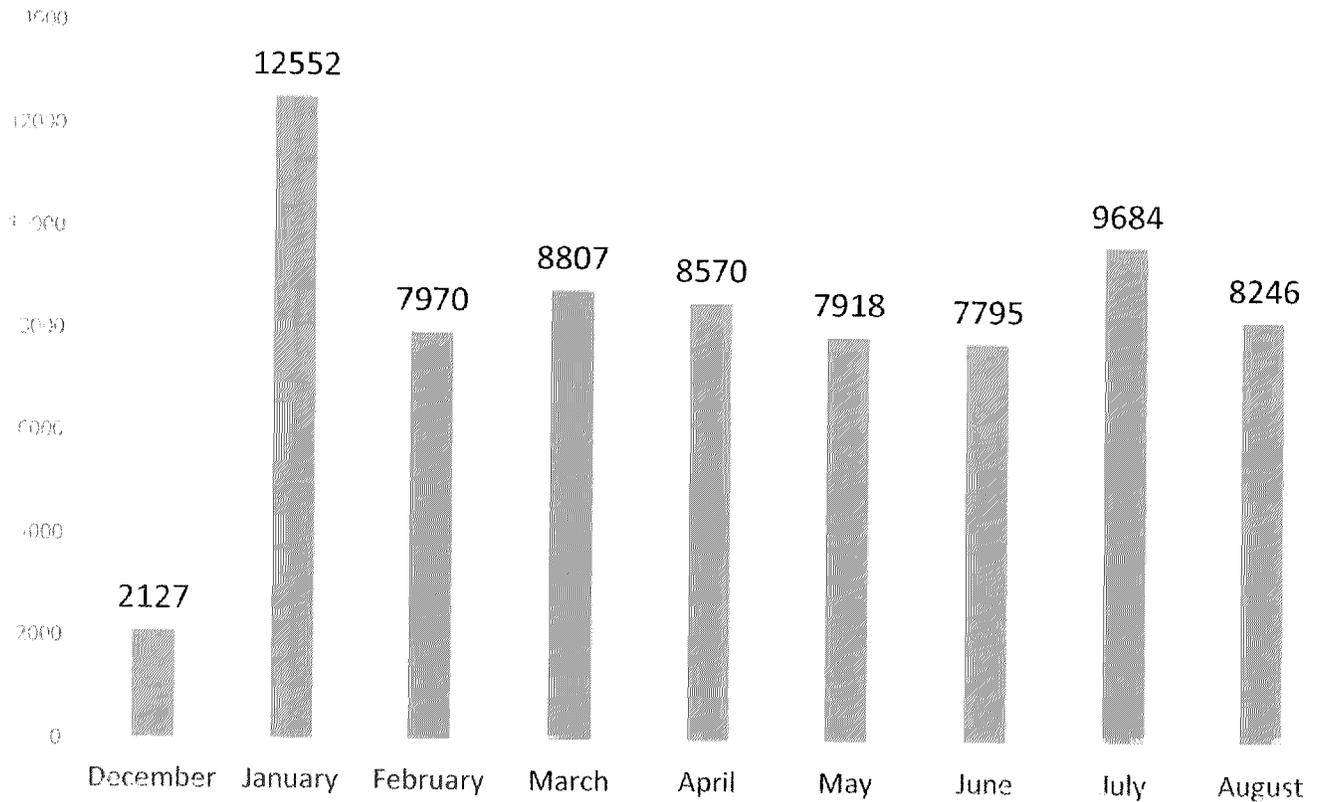
OverDrive vs. cloudLibrary Circulation



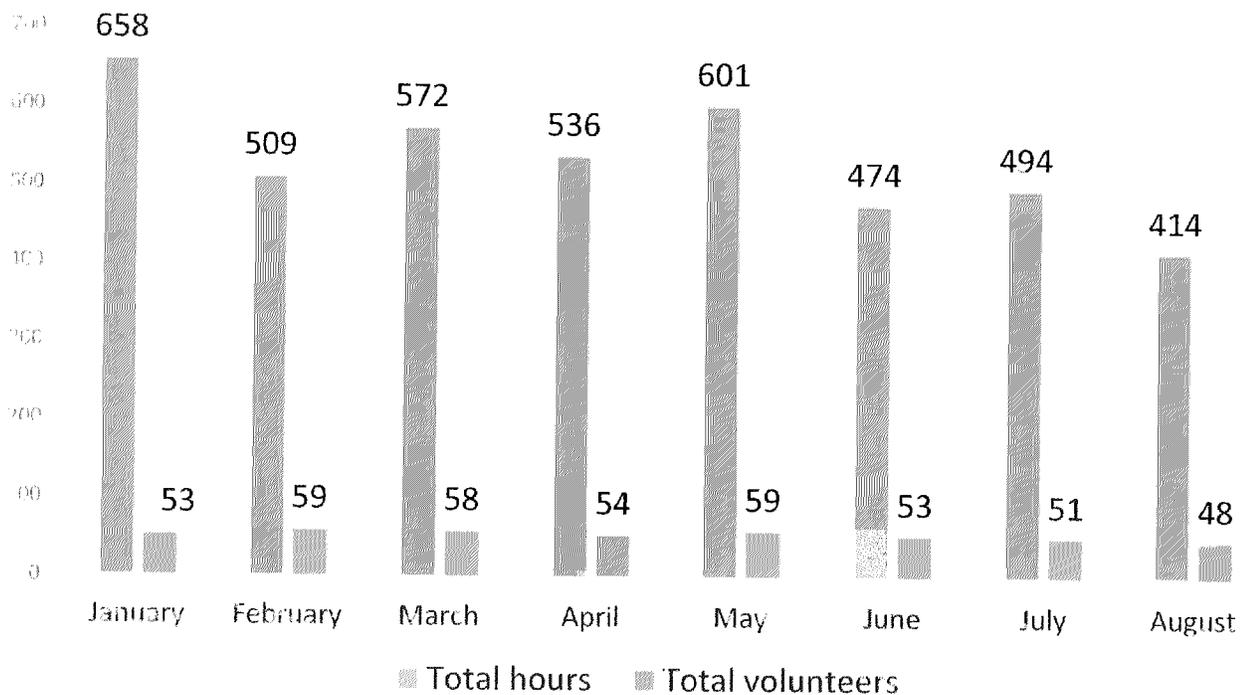
Total Computer Sessions by Area



Door Count



Volunteer Contribution



Children's Programs

Date	Attendance	Partner (if applicable)
8/1/2019 Lunchbox express	7	
8/1/2019 Elementary Art - Clay	22	
8/2/2019 Legos	24	
8/6/2019 astronaut training	47	
8/7/2019 Storytime	38	
8/8/2019 Stars	53	
8/9/2019 legos	34	
8/10/2019 climate change puppet show	15	
8/13/2019 Ninja Day	49	
8/14/2019 storytime	49	
8/14/2019 Our Place in Space - U of O	16	
8/15/2019 Lunchbox express	33	18 books handed out to kids
8/15/2019 Messy Crafts	93	
8/16/2019 Legos	28	
8/17/2019 Grant Davis Lego Presentation	60	
8/20/2019 Preschool crafts	23	
8/21/2019 storytime	46	Umpqua Bank
8/23/2019 Legos	33	
8/28/2019 Storytime	26	
8/29/2019 Family Movie Night	12	
8/30/2019 Legos	22	
TOTAL	730	

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
8/7/2019	gaming	10	
8/14/2019	gaming	8	
8/21/2019	wire jewelry-bracelets	5	
8/27/2019	Teen Advisory Council	3	
8/28/2019	Hemp Bracelets & video games	4	
	TOTAL	30	

Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
8/26/2019	Silent Book Group	6	
	TOTAL	6	

Library Card Sponsorship Program
Number of cards issued – 38