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3/14/19

**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, February 19, 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 Mandy Elder Francesca Guyer
Laura Harvey Theresa Lundy Kelly Peter

III. APPROVAL OF MINUTES

A. January 15, 2019

IV. INTRODUCTION

A. Youth Services Librarian Aurora Oberg

V. DISCUSSION ITEMS

None

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: April 16, 2019

VIII. INFORMATIONAL

- A. Presentation by Interns Elizabeth Azucena Reyes Amaya and Frida Miyuki Santiago Santos with results of Community Technology Survey
- B. Monthly Statistics
- C. Programming (Aurora Oberg and Kris Wiley)
- D. Grants Update
- E. Budget 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
February 19, 2019**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:02 p.m. on February 19, 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, Theresa Lundy, Mandy Elder, Laura Harvey, and Francesca Guyer

Absent: Commissioner Kelly Peter

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:

Commissioner Lundy moved to approve the January 15, 2019, minutes. The motion was seconded by Commissioner Belzner and approved with the following vote: Chair Prawitz and Commissioners Belzner, Lundy, Elder, Harvey, and Guyer voted yes. No one voted no.

DISCUSSION ITEMS:

1. Memorandum of Understanding between City of Roseburg and Friends of the Roseburg Public Library – Director Wiley presented the item and stated that 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. She noted that Recorder Sowa was instrumental in creating the document, which is similar to North Bend Public Library's agreement with its Friends group. Commissioner Belzner stated that this agreement is similar to that of the Friends of the Douglas County Library System and Douglas County; the Friends exist solely to support the Library, and the agreement clarifies the amount of money that is regularly turned over to the library. As a County group, the Friends turned over money annually; as a City group, it will write a check quarterly for 85 percent of its proceeds. The agreement is consistent with the Friends' philosophy, Commissioner Belzner stated. Commissioner Lundy moved 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. The motion was seconded by Commissioner Harvey and approved with the following vote: Chair Prawitz and Commissioners Lundy, Elder, Harvey, and Guyer voted yes. No one voted no. Commissioner Belzner abstained.
2. Updated Collection Policy – Director Wiley stated there is an addition to the Collection Policy under the Withdrawal and Discarding of Library Materials heading that specifies 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. Commissioner Belzner moved that the Library Commission recommend that the City Council adopt the updated Collection Policy. The motion was seconded by Commissioner Elder and approved with the following vote: Chair Prawitz and Commissioners Belzner, Lundy, Elder, Harvey, and Guyer voted yes. No one voted no.

3. Community technology survey – Library interns Elizabeth Azucena Reyes Amaya and Frida Miyuki Santiago Santos presented a survey they created to 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. Discussion ensued. The survey will be posted on the library’s Facebook page and website; it will be a topic of Director Wiley’s News-Review column; paper copies will be available at the library and at other community locations. Director Wiley will investigate posting on the school district’s PeachJar digital site. There was consensus by the Library Commission to proceed, and a presentation of the results will be given by the interns at the March Commissioner’s meeting.

AUDIENCE PARTICIPATION:

None

BUSINESS FROM THE COMMISSION:

None

NEXT MEETING DATE:

March 19, 2019

INFORMATIONAL:

Monthly Statistics

There are a number of relevant stats provided; Director Wiley encouraged the Commissioners to contact her if they want additional stats in the packet. We have surpassed 2500 library cards and 10,000 checkouts. The Commission would like information about the number of people who receive sponsorships. There was discussion of the e-materials platform, and library staff was advised to consider programming to help patrons use their devices.

Programming

Outreach Services Coordinator Adrienne Groves is scheduling a wide variety of programs and publicizing them on Facebook. She also sends information to the News-Review and the schools as appropriate. The Director’s next News-Review column is on programming and discusses the six programs that are scheduled for the week of February 26. There was discussion of the Teen Advisory Council, and Commissioner Elder reported that Ms. Groves is planning more outreach to Phoenix School. The next meeting will include a brainstorming session about how to promote books in the teen room and making art projects around a book theme. Director Wiley will advise Ms. Groves to adjust the group’s start time to 2:15 p.m. to allow students more time to travel from school to the library.

Grants Update

Director Wiley reported that the Douglas County Library Foundation check for \$28,000 was received and will be used for materials. A determination on the Douglas County Cultural Coalition grant application should be made in the next month. The Umpqua Bank check for \$15,000 was received; it will be used for the Summer Reading Program. Chair Prawitz stated the Umpqua Bank partnership should be promoted on Facebook.

Budget Process

Director Wiley reported that she is working with the City Manager on the 2019-2020 budget. She noted that there will be additions to the budget for part-time staff, and she would like funding included in the operations budget for materials. Chair Prawitz stated that he will monitor the budgetary process closely, and Director Wiley will keep the Commission informed as meetings are held.

Staffing

Director Wiley reported that Youth Services Librarian Aurora Oberg will join the staff on February 25.

RARE Americorps Position

Director Wiley reported that the City intends to apply for another year of service from a RARE AmeriCorps participant. Ms. Groves' year of service ends in July, and we would apply for a new participant to begin in September to continue outreach services. The Ford Family Foundation again has a grant to help offset the cost of the position, and Director Wiley will apply for that funding.

Library Conferences/Professional Development

Director Wiley reported that she will attend the Oregon Library Association-Washington Library Association Conference April 17-20 in Vancouver, Washington. She will join library board members and directors from Winston, Myrtle Creek, and North Douglas for a presentation on the Douglas County libraries. Director Wiley, City Manager Lance Colley, and Chair Prawitz will present the Roseburg Public Library story at the Support Staff Division of OLA Conference on July 16 in Clackamas.

Other

Chair Prawitz reported that the American Leadership Forum wants to have meetings in March at the library, and he's looking forward to sharing our success story.

ADJOURNMENT:

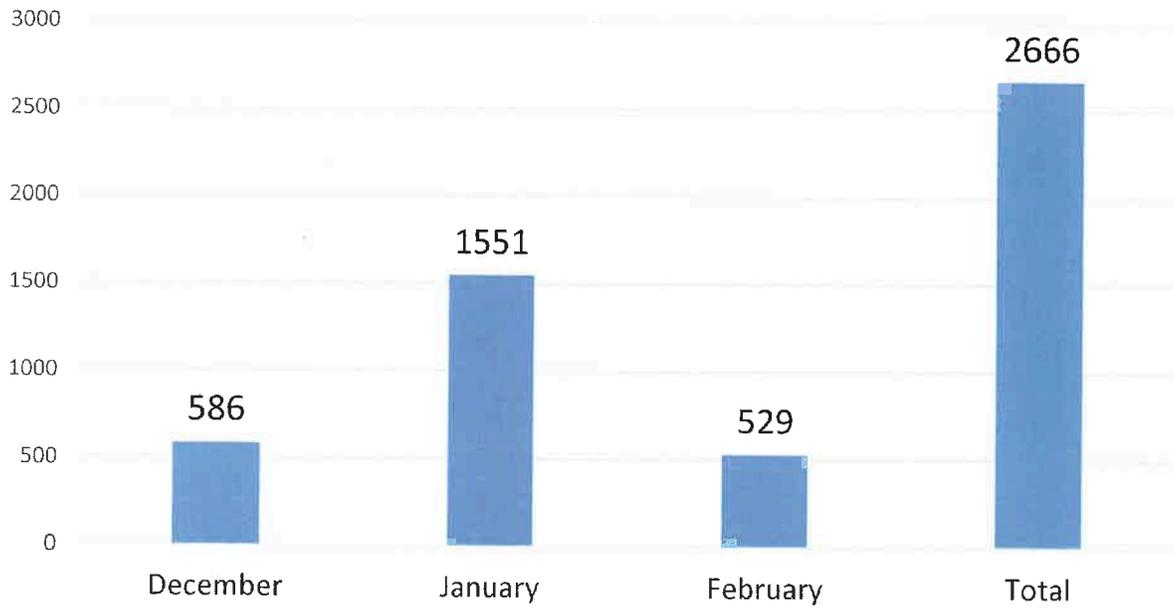
The meeting adjourned at 5:01 p.m. The next meeting is scheduled for Tuesday, March 19, 2019, at Roseburg Public Library's Ford Room.

Respectfully submitted,

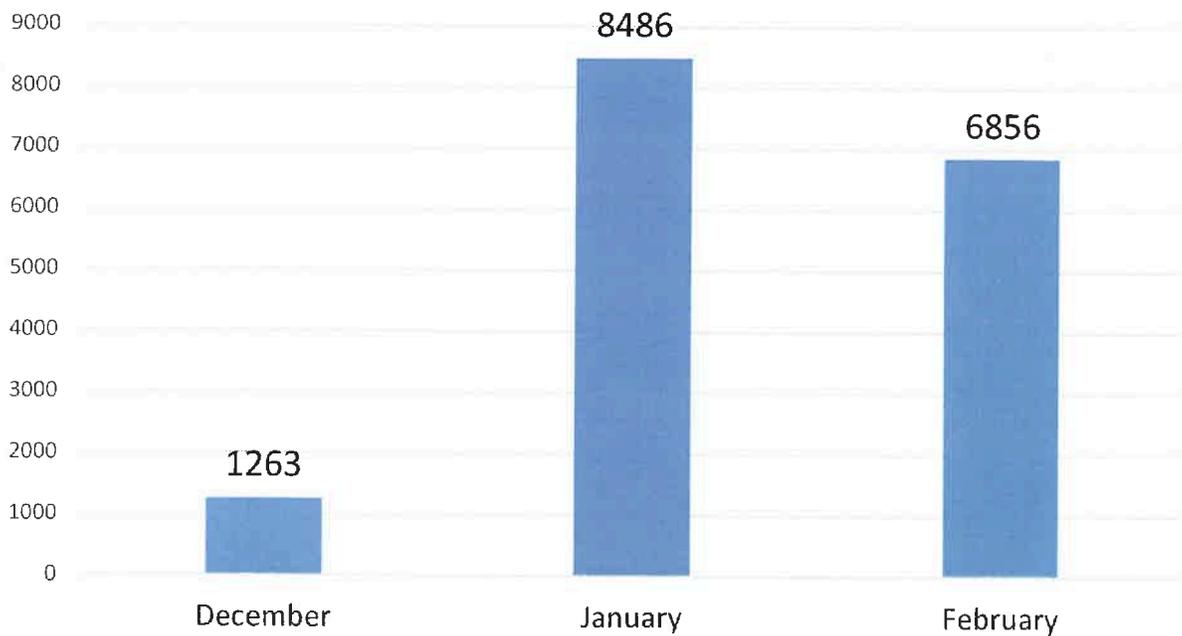
Kristen L. Wiley

Kris Wiley, Library Director

New Users



Physical Materials Checkouts



Items Added



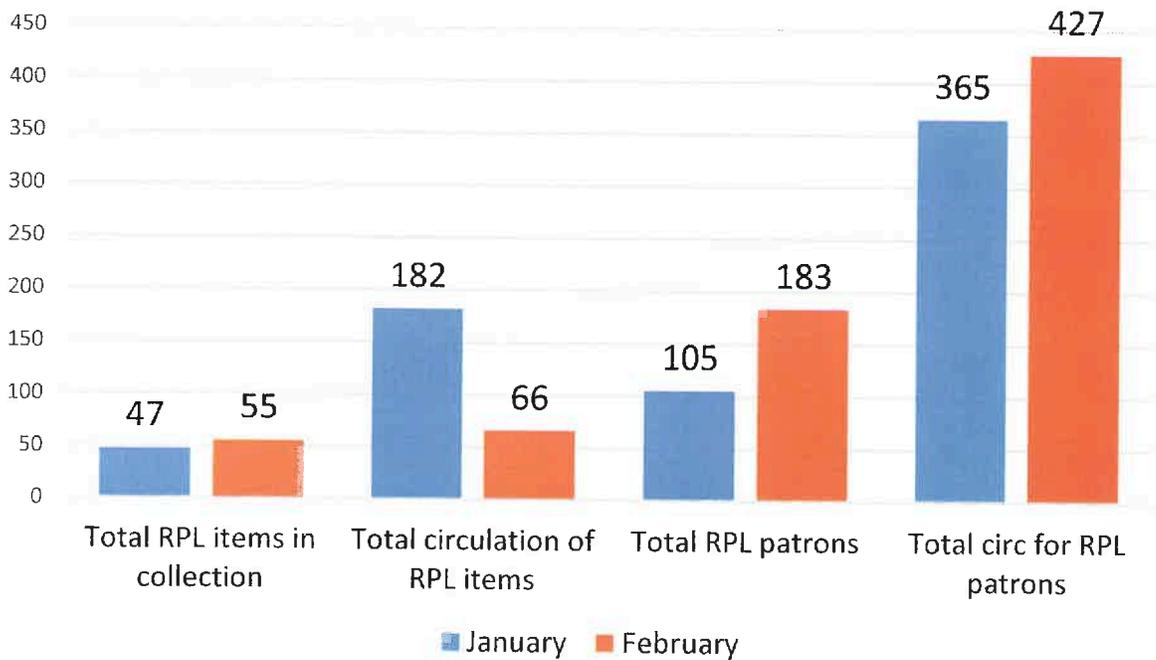
Total value added to collection

December – \$6688.26

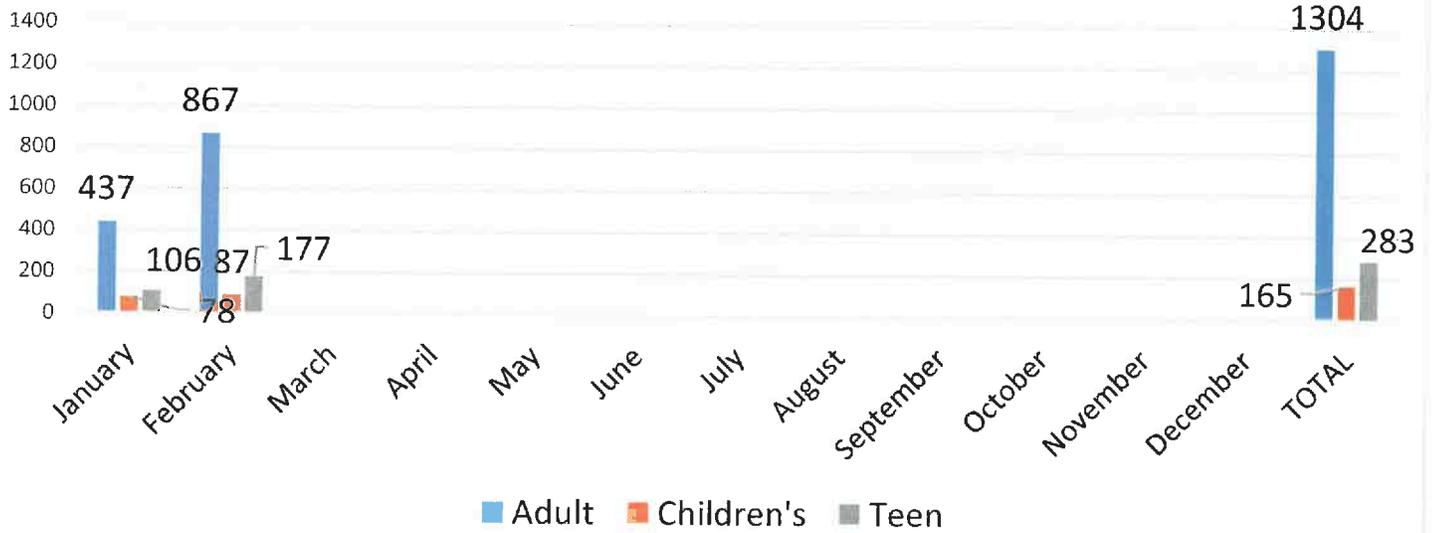
January – \$3943.10

February - \$4917.35

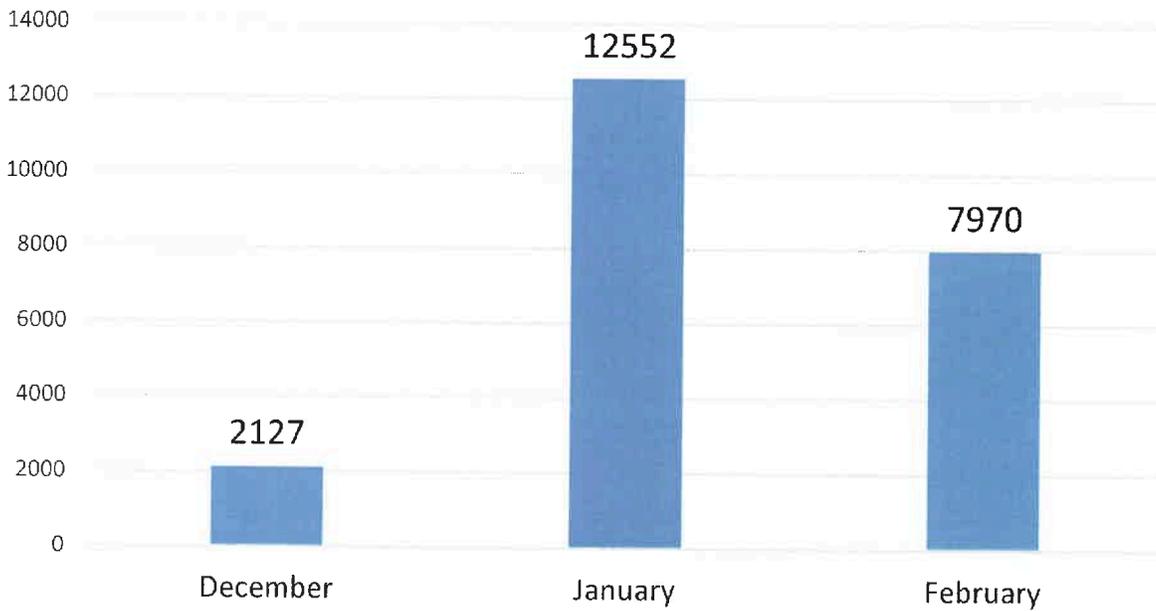
cloudLibrary e-materials



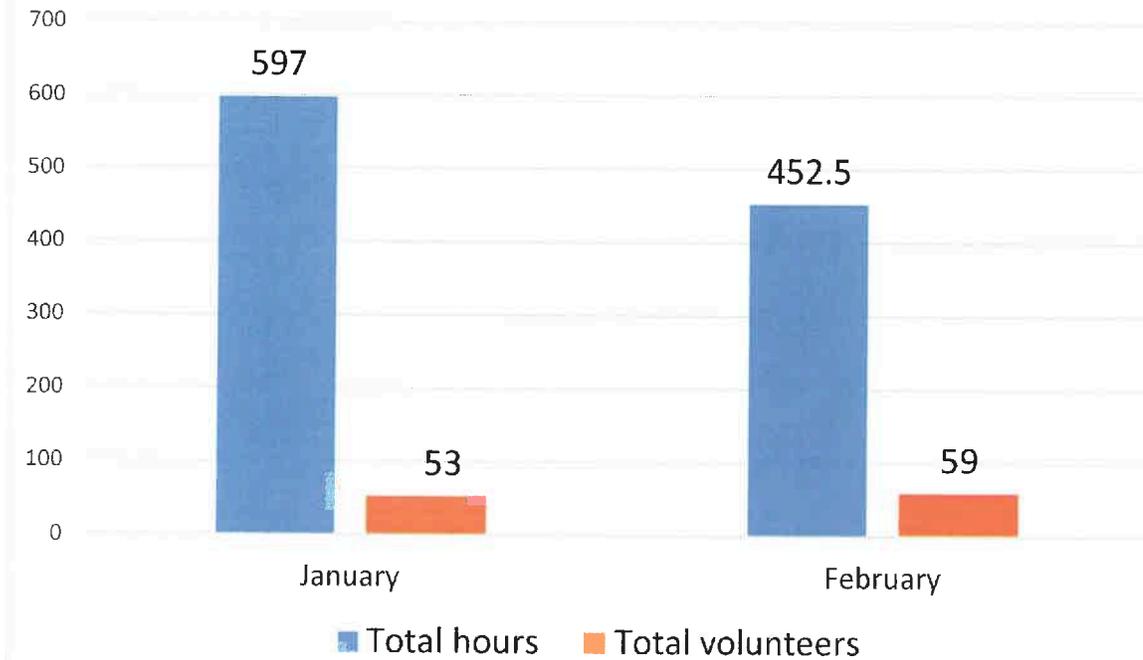
Total Computer Sessions by Area



Door Count



Volunteer Contribution



Children's Programs

Date	Program Name	Attendance	Partner (if applicable)
2/2/19	Storytime	35	
2/6/19	Storytime	55	
2/7/19	Superhero Day	110	Altrusa
2/9/19	Storytime	40	
2/13/19	Storytime	50	
2/16/19	Storytime	45	
2/20/19	Storytime	45	
2/21/19	Banker's Hours	5	Umpqua Bank
2/23/19	Storytime	40	
2/28/19	Movie Night	60	Optimist Club
TOTAL		485	

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
2/13/19	Teen Advisory Council	5	
TOTAL		5	

Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
2/20/19	Bonnie Olin	19	
TOTAL		19	