ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, October 16, 2018

4:00 P.M. Regular Meeting  3rd Floor Conference Room
900 SE Douglas Ave., Roseburg, Oregon 97470

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 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.  September 18, 2018

IV. DISCUSSION ITEMS
    A.  Homebound Services Policy & Application
    B.  Local Presenters

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:  November 20, 2018

VII. INFORMATIONAL
    A.  Travel Oregon mural unveiling, Saturday, October 20 at 10 a.m.
    B.  Renovations
    C.  Staffing
    D.  Volunteers
    E.  Outstanding grants
    F.  Japanese Garden
    G.  Local partnerships
    H.  Library grand opening, Thursday, January 10

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.
CALL TO ORDER:
Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:06 p.m. on September 18, 2018 in the 3rd Floor Conference Room at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL:
Present: Chair Brian Prawitz, Commissioners Marcy Belzner, Mandy Elder, Francesca Guyer, Theresa Lundy, Kelly Peter and Laura Harvey
Absent: None
Attending Staff: Library Director Kris Wiley, City Manager Lance Colley, Management Assistant Shyela Chapman, (RARE) AmeriCorps Participant Adrienne Groves
Others Present: None

INTRODUCTION:
Library Director, Kris Wiley, introduced Resource Assistance for Rural Environments (RARE) AmeriCorps participant Adrienne Groves, who will coordinate outreach services at the Roseburg Public Library. Adrienne obtained a Bachelor of Arts in Environmental Studies with a concentration in Biology from Whitman College. Ms. Wiley turned the floor over to Ms. Groves to provide an overview of what she had been working on in her first week. Ms. Groves reported that she was focusing on becoming familiar with library policies and outreach programming, social media policies, and collection management. The commission gave a warm welcome to Ms. Groves.

APPROVAL OF MINUTES
Commissioner Lundy moved to approve the August 21, 2018 minutes with suggested changes from Chair Prawitz and Ms. Elder; Commissioner Peter seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS:

Policies And Fee Schedule:
Ms. Wiley led a discussion on the library policies, forms, and fee schedule enclosed in the commission agenda packet. The following policies and fee schedule require approval by City Council and will be presented at the September 24th, 2018 Roseburg City Council Meeting: Circulation Policy, Collection Policy, Programming Policy, Rules of Conduct Policy, and Library Fees. The purpose of the review and discussion by the commission was to obtain input and request a recommendation for Council to adopt Resolution No. 2018-22 – Library Policies and Procedures and Resolution No. 2018-23 – Library Fees.

The Circulation Policy defines how individuals wanting to borrow materials may register for a
library card. There are four types of library cards available (1) Resident (2) Non-Resident (3) Transitional and (4) Student. Patrons will be asked to update their address when moving and once yearly. Ms. Belzner requested that a map of geographical boundaries be included. The commission was surprised at the resident and non-resident checkout limit of 50 items simultaneously on one card with the exception of DVDs, which are limited to five items simultaneously. Ms. Wiley explained that the number chosen was standard and was also the previous Douglas County Library’s limit. Patrons who have transitional cards may borrow up to five items, including one DVD, simultaneously. Patrons who have student library cards may borrow up to 10 items, including one DVD, simultaneously.

The Collection Policy was based on Oregon Library Association Standards and is a policy that guides staff in the selection of materials, the development and maintenance of the collection, and to inform the public about the principles upon which the selection is made. 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 (ALA). These ALA policies were added to the packet for viewing. A patron shall have the right to appeal the Library Director’s written decision on collection to the City Manager. The commission reviewed the Request for Reconsideration Form and the Comment Form.

Ms. Belzner was glad to see that the Exhibits and Displays Policy stated that the Library would not assume responsibility for loss or damage to items loaned to the library for display. She added that it was her opinion that the lobby was less secure than the main library and suggested that display items that could not be replaced by monetary value alone not be displayed in the lobby.

Mr. Prawitz requested that the commission members voice concerns they had in regards to the library fee schedule at present so that he could accurately represent the commission at council. The definition of what was defined as a “household” was referred to in the text, and it was clarified that a library card could be used by anyone in the household. Non-resident card holders (persons who do not live within Roseburg city limits) would pay an annual fee of $60 or a quarterly fee of $15 for a library card. Ms. Belzner asked if non-resident card holders were required to buy a full year of library access with the payment options of a one-time annual payment or four quarterly payments or if they had the ability to purchase quarterly increments of use of their choosing. Ms. Wiley confirmed that card holders could purchase three months at a time in increments of their choosing. In response to Ms. Elder, Ms. Wiley explained her experience with “work for fees” is that the Library Director can implement them at any time. Overdue fees will not be assessed; instead a replacement fee will be billed to the borrower to cover the cost of the item plus a processing fee. Ms. Wiley stated that she plans to treat every fee uniquely by working with people and their circumstances and does not expect to preclude someone from using the library. Ms. Wiley confirmed that the library would accept exact replicas of lost or damaged materials; however, a replacement fee refund would not be given in the event that an item is found after payment.

The Gifts Policy and Cash Gift Form were reviewed. Gifts of materials will be directed to the Friends of the Library. The library welcomes gifts of cash for the direct purchase of library materials. In response to Ms. Harvey’s question on if magazine drives were acceptable, Ms. Wiley informed the commission that all collection development should go through the Library
Director. A Purchase Request Form would be available for patrons to request library materials. Donations are tax deductible, and a receipt will be provided to each donor. Mr. Colley pointed out that funds would be deposited into the Library Fund, not the City’s General Fund.

The Internet Use Policy states that library patrons will use the Internet at their own risk. Ms. Wiley is currently working with the Douglas ESD to filter all computers, and they are researching solutions. Douglas Fast Net will be the Internet Service Provider. A library card will not be required to use the Internet.

The Library Card Application and Model Release Form were reviewed. Ms. Wiley explained that the Model Release Form gives the City permission to use photographs and/or recordings taken of people at the library or at library-sponsored events. Ms. Groves plans on posting pictures on Instagram and other forums when permission is given.

The Privacy and Confidentiality Policy states that Roseburg Public Library endorses the Code of Ethics of the American Library Association. Ms. Wiley explained that volunteers will fall under the same policy as employees and all transactions between library users and staff or volunteers are strictly confidential.

Ms. Wiley reported that the library would develop programs that provide opportunities for information, learning, and entertainment. Mr. Colley noted that the library programming would be selected based on the interest and information needs of the community. He further explained that his vision for the library is for it to be a place where everyone would feel welcome. The policy states that library sponsorship of a program does not constitute endorsement of the content of the program or the views expressed by the participants.

Discussion ensued on who would utilize the Ford Room at the library and the difference between library-sponsored programs and the meeting room policy. Mr. Prawitz noted that the Douglas County Library did not charge for the use of the Ford Room, and inquired as to if there would be a fee to use the meeting rooms. Ms. Wiley confirmed that a fee would be charged. Mr. Colley further explained that there is a cost associated with making the room available such as scheduling, setup, cleanup, and the utilities utilized. However, if the City sponsors a program or schedules a meeting, there will not be a charge, and the difference between non-profit and for-profit use of the room will be discussed at a later time. Ms. Wiley added that the Douglas ESD will manage the scheduling of the room with meeting software.

The Rules of Conduct Policy was discussed with extra attention given by the commission to the prohibited behaviors listed. Carrying weapons of any kind is prohibited except as permitted by ORS 166.370. Questions were directed to Chair Prawitz on the exceptions listed in OR 166.370. In response, Mr. Prawitz accessed the online version of the OR 166.370 on his tablet and read the exceptions listed.

In the discussion about the Volunteer Policy, concern was raised about the minimum volunteer age of 18 years. Ms. Wiley explained that the decision was discussed at length with the City’s Human Resource Director and direction was taken from the Josephine County Library and Penny Hummel Consulting. Currently the City of Roseburg does not employ people under the age of 18 years. Ms. Wiley added that supervisors of school classes whose students wish to volunteer are invited to discuss opportunities with her. In Ms. Harvey’s opinion students should

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be able to volunteer individually and the decision should be individually evaluated. Ms. Wiley asked the committee if it would like the criteria extended to include classes, clubs, and organizations. The committee agreed unanimously that it would support that modification in the policy.

Ms. Wiley asked Ms. Elder to translate the following documents to Spanish by late October: Comment Form, Exhibits and Display Permit, Gift Form, Library Card Application, Model Release Form, Purchase Request Form, and the Volunteer Application. Ms. Elder agreed and requested that the Word versions of the documents be sent to her. Mr. Colley suggested that Ms. Wiley may want to reach out to the Roseburg School District to see if it has other predominate second languages that we would need to accommodate.

Mr. Colley asked the commission if it was aware of a software program that would translate these policies and forms accurately from their current format. Mr. Prawitz offered that according to people he has dealt with, Google Translate has not been accurate. Ms. Elder stated that she did not know of an accurate software program and suggested that it be revisited after she determines how long it takes for her to translate the applications and forms. Ms. Elder assured the commission that it would not take long to translate the forms.

Ms. Wiley reminded the committee that these policies were just the start and that additional policies would be added over time. She asked the commission if it would like to make a recommendation to City Council on the policies and fee schedule requiring approval by City Council: Circulation Policy, Collection Policy, Library Fee Schedule, Programming Policy, and the Rules of Conduct Policy. Commissioner Belzner moved that the Library Commission recommends that the City Council adopt the policies and fee schedule that have been set forth for Council approval. Motion was seconded by Commissioner Guyer. Motion passed unanimously.

AUDIENCE PARTICIPATION:
None.

BUSINESS FROM THE COMMISSION:
Ms. Elder reported that a friend suggested that a banner announcing the forthcoming opening date of the library be placed on the library. Mr. Colley explained that the City wanted to confirm the exact date before advertising, given that construction could alter the expected soft opening date.

Mr. Colley informed the commission that he, Ms. Wiley and Ms. Groves attended a Douglas Community Library Association (DCLA) meeting that day. Ms. Wiley and Ms. Groves will continue to attend the DCLA meetings; however, the decision was made not to join the DCLA in its current form. Mr. Colley explained that with the City's charter, council, and professional staff, there was less of a role for DCLA to play in the Roseburg Public Library. DCLA was not surprised by the decision and stated that it was appreciative of the City's openness. The DCLA is going to subscribe to OverDrive and charge a fee for access to the service. The Roseburg Public Library has chosen to subscribe to Apollo Integrated Library System catalog, which also is used by DCLA libraries. Apollo will have texting capabilities.

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Ms. Belzner and Ms. Lundy apologized for having to leave to early and excused themselves from the meeting.

**INFORMATIONAL:**

**State Library Update**
Ms. Wiley reported that she received notification from the State Library that the Roseburg Public Library has been recognized as a legally established public library as of last Friday. The library will now qualify for State of Oregon funding and programs as well as consortium pricing for collection materials and programming and will allow the Library to continue with the Read to Read grant process and apply for membership in the Oregon Digital Library Consortium, among other benefits. Mr. Colley congratulated Ms. Wiley on her hard work.

**E-Book Update**
Ms. Wiley stated City Manager Lance Colley signed an agreement with CloudLibrary, which is a Bibliotheca product for e-book services, and expects to offer e-books to patrons on opening day. The Library was invited to join an informal consortium that includes Clackamas County, Corvallis, and Salem public libraries, which means Roseburg patrons will have access to their materials and vice versa. It’s a $2000 initial fee, and Ms. Wiley anticipates spending an additional $6000 over the next year on materials. CloudLibrary does not have as many materials as Overdrive; however, the program does have a hold system in place. Ms. Wiley’s intention is to eventually use OverDrive in addition to CloudLibrary, and expects an annual e-books investment of at least $15,000. Ms. Wiley confirmed that cancelation would result in loss of access to content.

**Renovations**
An update to the renovation project was provided by Ms. Wiley. She reported that the renovations were on schedule to be completed in mid-October. A picture of the aluminum sign that will cover the current Douglas County Library face on the building was presented to the commission. The Douglas ESD did not ask for signage on the building but will utilize the small sign located closer to the street. The expected soft opening is still set for late October of this year. The soft opening will not be advertised as the date could change and to avoid overload of library card applicants. There will be a grand opening celebration with the Douglas Education Service District (ESD) on January 10th, 2019, and the ESD’s event coordinator has taken the lead on preparing for the event. Mr. Prawitz suggested that they consider cutting a ribbon at the opening. Ms. Wiley invited the commission to check out the pictures of the renovations on the City’s Facebook page and gave an open invitation to the commission for a tour.

**Staffing**
Volunteer Coordinator Liz Hendershott started work on Monday; she will be working three five-hour days a week. RARE AmeriCorps participant Adrienne Groves will be full time in outreach services for 11 months. Ms. Wiley declared that the City had an excellent pool of Youth Services Librarian candidates and interviewed four by phone. The City has invited two finalists to interview for the position next week. Ms. Wiley anticipated the position will be filled within a month. Ms. Peter suggested that changing the position to full-time must have helped tremendously to bring in applicants.
**GoFundMe Project**
The GoFundMe Project will be tied into the book “Mr. Lemoncello’s Library.” The book’s plot is based around a library closing. Ms. Harvey’s daughter Jane has an email connection with the author, who is interested in helping celebrate our library. Ms. Wiley anticipates delegating this project to the Youth Services Librarian, but was initially thinking of a carnival in the summer. Ms. Groves began the work on the GoFundMe project, and library staff will work with the Finance Department. In response to Mr. Prawitz, Ms. Groves confirmed that the fee to use GoFundMe was 3% in the United States. Feedback was given on the library card design choices emailed to the commission.

**ADJOURNMENT:**
The meeting adjourned at 5:26 p.m. The next meeting is scheduled for Tuesday, October 16, 2018. The location is set at City Hall’s 3rd floor conference room due to library construction.

Shyela Chapman
Management Assistant
The Library Commission will meet on its regularly scheduled date October 16, 2018.

BACKGROUND

A. Discussion items.
   The following is a discussion item on your agenda:

1. Homebound services will be provided to library card holders who reside within Roseburg city limits and are temporarily or permanently unable to travel to the library free of charge. The policy and application have been included in this packet for review. Volunteers will be utilized to support this service.

2. The Outreach Coordinator is developing public programs and would like input from the Commissioners about local historians, researchers, and authors who might be willing to share their time and talent at the library. Names and contact information would be helpful.

SUGGESTED MOTION - none

ATTACHMENTS – Library Homebound Services Policy & Application
HOMEBOUND SERVICES POLICY

Roseburg Public Library develops programs to better serve all City residents, including those who are homebound. The homebound services program delivers library materials to qualified patrons, including the elderly and permanently or temporarily disabled.

This is a free service offered by the library. Any materials in circulation, including print books (regular and large print), audiobooks, and DVDs can be delivered. Materials will be picked up and returned to the library for you by library volunteers.

Qualified patrons will communicate their preferences before their first delivery, and library staff will select the library materials.

Rules and Procedures

1. Homebound services are provided to library card holders who reside within Roseburg city limits. If you would like to sign up for a library card, a library staff member can assist you.
2. To be eligible, patrons must be temporarily or permanently unable to travel to the library.
3. Library volunteers will deliver new materials and pick up old ones once a month.
4. Materials will be based on the preferences patrons communicate on their application. Updates to preferences or requests for specific material can be made by calling the library.
5. The library has limited resources, and homebound services will be based on the capacity of volunteers to deliver materials.
6. Items may be borrowed for one month and renewed a maximum of two times if no other requests on the material have been made. A maximum of 10 items, including five DVDs, may be borrowed per month.
7. Overdue fines will not be charged. However, no new materials will be provided until overdue materials are returned. Homebound patrons are responsible for fees associated with lost or damaged items.
8. Homebound services volunteers are available only for carrying out library services. They will not help search for missing library items, help with other errands, etc. Volunteers reserve the right to choose not to enter a home and/or recommend the suspension of service to the Library Director.
HOMEBOUND SERVICES APPLICATION

To be eligible for this service, patrons must be temporarily or permanently unable to travel to the library.

Name: ____________________________________________
Address: __________________________________________
Phone: ___________________________ Email: __________
Communication Preference: ☐ Text ☐ Email
Roseburg Public Library Card Number: __________________________

Library Material Preferences

Formats:
☐ Large print ☐ Magazines
☐ Paperback ☐ DVDs
☐ Audiobook

Genres:
☐ Literary Fiction ☐ Romance ☐ Western
☐ Historical Fiction ☐ Science Fiction ☐ Inspirational/Religious
☐ Horror ☐ Fantasy ☐ Creative Nonfiction
☐ Mysteries ☐ Action/Adventure ☐ Other: ______________

Favorite books/authors/actors, dislikes, or any other helpful information: