



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, June 16, 2020**

ajb

**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: Andrea Zielinski

Commissioners: Marcy Belzner
Laura Harvey

Mandy Elder
Theresa Lundy

Francesca Guyer
Kelly Peter

III. APPROVAL OF MINUTES

A. February 18, 2020

IV. DISCUSSION ITEM

A. Reopening Procedure

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 21, 2020, in Ford Room at Roseburg Public Library

VII. INFORMATIONAL

- A. Statistics
- B. Summer Reading Program
- C. Grants Update
- D. 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
February 18, 2020**

CALL TO ORDER:

Chair Andrea Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on February 18, 2020, in the Deer Creek Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon.

ROLL CALL:

Present: Chair Andrea Zielinski, Commissioners Marcy Belzner, Kelly Peter, Theresa Lundy, Laura Harvey

Absent: Commissioners Francesca Guyer, Mandy Elder

Attending Staff: Library Director Kris Wiley, RARE AmeriCorps Participant Katie Fischer

Others Present: None

APPROVAL OF MINUTES:

Commissioner Lundy moved to approve the January 21, 2020, minutes. The motion was seconded by Commissioner Peter and approved with the following vote: Chair Zielinski and Commissioners Belzner, Lundy, Harvey, and Peter voted yes. No one voted no.

DISCUSSION ITEM:

Director Wiley stated the question for the Library Commission to consider is whether the library should continue subscribing to two ebooks platforms or choose one. She noted this is discussion only; no motion is required.

Director Wiley reported when Roseburg Public Library opened in December 2018, it provided the cloudLibrary platform for electronic books and audiobooks. The library is part of an informal consortium with Albany, Clackamas County, Salem-Benton County, and Corvallis libraries. The annual subscription expires in October. The subscription cost (\$2000) is budgeted in the operating budget; the materials costs (\$6000) are budgeted partially in the operating budget and partially through the special revenue fund (donations and memorials), and library staff has collection management authority. Director Wiley reported the library used funding from the Douglas County Library Foundation to help pay for expenses last year, and the library received less funding from the foundation this year.

In addition, she noted the subscription cost is about the same as the base subscription cost to provide nationwide interlibrary loan (ILL) services through OCLC, a global library cooperative. Providing ILL is a state standard for public libraries, and Roseburg Public Library currently does not offer the service.

On July 1, 2019, the library added the OverDrive platform as a member of the statewide and formalized Oregon Digital Library Consortium. The annual subscription expires June 30 and is budgeted in the operating budget. There are no separate materials expenses because Roseburg Public Library does not have collection management authority.

Ebooks and eaudiobooks account for about 11 percent of Roseburg Public Library's circulation and about 20 percent of the library's materials budget.

Director Wiley shared patron feedback.

The Commission discussed the platforms. It was noted both platforms are valuable because patrons use them in different ways: OverDrive has a deeper collection that allows holds, and nearly all cloudLibrary items are available for checkout immediately. Commission members stated it may be too early to cancel one subscription because the library hasn't been open long and patrons still are learning about the service; in addition, library patrons in general are increasingly using digital services, and it may be premature to cancel a subscription that will gain in value over time. On the other hand, Commission members noted that the library shouldn't wait too many years before canceling a platform if sustainable funding is not secured. There was discussion about increasing communication about the platforms and implementing fundraising efforts for cloudLibrary.

The consensus from Commission members was to continue both platforms for another year, continue to survey the public, communicate more with users, and collect two years' worth of data before making a decision.

The Commission members suggested seeking grant opportunities for interlibrary loan but, if necessary, forgoing that service for another year because cloudLibrary is utilized by more patrons than ILL likely would. Director Wiley noted funding from the State Library is not tied to meeting all of the state standards. Roseburg Public Library has met many of the state standards and specifically is working specifically on some of the technology standards this year.

AUDIENCE PARTICIPATION:

None.

BUSINESS FROM THE COMMISSION:

Commissioner Belzner shared posters and bookmarks for the Friends of the Roseburg Public Library book sale the first weekend in March. She reported the sale will occur in the Deer Creek Room because the size of the room complements the number of books for sale and it generates a lot of foot traffic for the library. She noted book store sales doubled during the last session because people knew it was there, and the book sale felt more a part of the library. She stated volunteers especially are needed to set up Thursday morning and put away items Saturday afternoon.

NEXT MEETING DATE:

Tuesday, March 17, 2020, in the Deer Creek Room at Roseburg Public Library

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics; she noted January's door count was the highest since last January, and checkouts were the highest since last March.

Programming

Director Wiley reported youth programs continue to draw a great deal of interest. Youth Services Librarian Aurora Oberg has planned events every day during spring break in March. RARE AmeriCorps Participant Katie Fischer is launching a weekly chess club today with support from the Senior Center. Girls Who Code begins another session Wednesdays from 3-4 p.m. for girls and boys in grades three through five. The library will continue to focus on this age group while awaiting the results of a grant to fund computers and expand the program.

The library is partnering with local writer Judith Crisosto on a monthly writing workshop; the first program drew eight participants February 15. The library will host the local model railroad club in the Ford Room on March 7 and 8 for educational sessions and open runs that are open to the public. All events are on the library website at www.roseburgpubliclibrary.org and on Facebook @[roseburglibrary](https://www.facebook.com/roseburglibrary).

Strategic Planning Committee Update

Ms. Fischer reported the committee has a youth representative, officially filling all of the slots. The group drafted a mission statement: Promote Community, Encourage Learning, Inspire Curiosity. Ms. Fisher has been interviewing patrons in the library over the past week to get more personalized feedback, and she plans to contact local businesses and organizations such as Sherm's, the Boys and Girls Club, and the YMCA to set up a public feedback table. Commissioner Belzner asked whether the committee should consider the public library state standards when working on the strategic plan. Director Wiley will provide the standards to Ms. Fischer.

Grants Update

Director Wiley reported the Library Services and Technology Act (LSTA) grant application for \$24,757.14 to the State Library was submitted. A grant application to the Three Rivers Foundation for \$9980 to purchase a microfilm reader/printer was not awarded.

A request for \$50,000 for phase II renovations, including the Ford Room, furniture in the main part of the library, and new automatic doors, was submitted to the Epping Fund through the Salem Foundation. A \$10,000 request for phase II renovations will be submitted to the C. Giles Hunt Charitable Foundation by February 28.

Director Wiley reported the Friends of the Roseburg Public Library was awarded \$10,000 from Umpqua Health Alliance for Dolly Parton's Imagination Library. There are 3000 area children eligible for the program, and 465 have registered.

Commissioner Harvey asked about funding for the Library Card Sponsorship Program, and Director Wiley responded that there are enough donations to renew every current sponsorship for another year and continue to provide new sponsorships.

Other

Director Wiley reported the library is partnering with the Douglas Education Service District's Horizons program for foster children and providing a circulating collection of materials at its Rose School facility. Commissioner Peter stated she has experience with a similar program at assisted living facilities. There was discussion about providing teens with the opportunity to train patrons in facilities on using the library's ebooks collections.

ADJOURNMENT:

The meeting adjourned at 4:58 p.m. The next meeting is scheduled for Tuesday, March 17, 2020, at 4 p.m. in Roseburg Public Library's Deer Creek Room.

Respectfully submitted,

Kristen L. Wiley

Kris Wiley, Library Director

ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



COMMISSION AGENDA

Meeting Date: June 16, 2020
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 June 16, 2020.

BACKGROUND

Discussion items.

The following is the discussion item on your agenda:

- A. Reopening Procedure – The library has been closed since March 15, 2020, in accordance with the Governor’s “Stay Home, Save Lives” order. The State Library of Oregon issued statewide reopening guidance specific for libraries June 4, and Douglas County entered Phase II of reopening June 5. Therefore, it seems appropriate to discuss the strategy whereby Roseburg Public Library reopens.

The plan is presented to the Library Commission for your review and discussion.

ATTACHMENTS

Statewide Reopening Guidance from State Library of Oregon
Roseburg Public Library Reopening Plan – Draft



Oregon

Kate Brown, Governor



**State Library
of Oregon**

250 Winter St. NE
Salem, OR 97301
503-378-4243
Fax 503-585-8059

www.oregon.gov/library

June 4, 2020

Statewide Reopening Guidance

Sector: Libraries

Specific Guidance for Libraries

Libraries have unique challenges to address in the context of this public health crisis. Libraries provide access to materials that are checked out to individuals and then returned and made available to others. In addition to library materials, library facilities provide shared resources such as study spaces, computers and equipment, programming spaces, and seating areas that are used by multiple people every day. This sharing of resources is at the heart of library service.

Libraries will make decisions regarding reopening their buildings to the public based on guidance from local health authorities and local jurisdictions. Any applicable statewide, phase 1, phase 2, or phase 3 [state-issued health and safety guidance](#) must be followed. The following recommendations provide libraries with reopening guidance to inform decision-making and operations.

Recommendations:

Physical Distancing Measures

- Limit the number of patrons in the library building and focus on maintaining at least six (6) feet of distance between all individuals. Each library should determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the library prone to crowding and limit admittance accordingly. The U.S. Fire Administration has provided information about [social distancing and occupancy](#) that may be helpful in determining your maximum occupancy.

Libraries may need to consider closing or rearranging areas of the library building where people gather and required physical distancing cannot be maintained such as:

- Meeting rooms
- Study rooms
- Seating areas
- Public computers
- Children's play areas

Libraries that cannot maintain at least six feet of distance between people should not open the building to the public and may instead want to consider services such as partial or appointment-based access, holds pick-up, curbside/contactless service, or mail delivery of materials.

- Consider placing clear plastic or glass barriers at service desks or in other places where maintaining six (6) feet of physical distance between employees and patrons is more difficult.

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- Use signs and tape on the floor to maintain physical distancing while waiting for assistance at service desks or outside the facility when timed access or curbside/contactless services cause a line to be formed.
- Consider offering alternative order ahead and pick up options, such as curbside/contactless pickup as appropriate and applicable.

Signage

- Post [clear signs](#) listing COVID-19 symptoms, asking employees and patrons with symptoms to stay home, and listing who to contact if they need assistance.
- Use [clear signs](#) to encourage physical distancing.

Cleaning

- Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both public and employee areas of the library following the [CDC Guidance for Cleaning and Disinfecting](#). This includes the following:

“Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.” In libraries, surfaces such as self-check equipment and public access computer equipment may need to be cleaned between each use.

Libraries without adequate cleaning supplies should not open the building to the public.

Collection Handling

- Follow collection safe handling recommendations from [Institute of Museum and Library Services \(IMLS\) study](#) (results expected by August 2020). Pending results of the IMLS study, the following recommendations are emerging:
 - At this time, public health and conservation experts agree that the quarantine of library materials is an effective method of disinfection.
 - There is a range of advice about the length of time needed for quarantine that depends primarily on material type. Given the variety of materials (paper and non-paper) and the resources needed to keep materials separated, many libraries are using a standard period of 72 hours to hold all materials in quarantine.
 - Libraries may consider setting up a quarantine area of the building as a materials isolation zone for returned items.

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Programming

- Remote programming options such as online and radio are recommended. Strictly follow social distancing guidelines for any in-person programming offerings. Refer to [state-issued gathering size limitations](#) when offering in-person programming. Consider limiting in-person youth programming to a maximum of 10 participants. Do not allow children to share items such as craft supplies, toys, or books during youth programming and only use items that can be easily sanitized. Refer to guidance on [summer camps](#) for youth programming that is similar in nature.
- Remove all toys from children's areas.

Face Coverings

- Encourage or require all employees to wear cloth, paper, or disposable face coverings depending on local jurisdiction policy.
- Encourage all patrons to wear cloth, paper, or disposable face coverings. If a library sets a policy that all patrons are required to wear cloth, paper, or disposable face coverings, library management should consult with their legal counsel to determine whether such a requirement can be enforced.

Other Recommendations

- Review and implement [General Guidance for Employers](#) as applicable.
- **Contact tracing:** Libraries are encouraged to adopt policies consistent with the recommendations of the American Library Association Office of Intellectual Freedom and with libraries' core values of privacy and confidentiality. In relation specifically to contact tracing, the ALA Office of Intellectual Freedom states:

"Collection and sharing of information about library users for purposes other than the delivery of library resources, services, and programming — such as information collected for contact tracing — is inconsistent with that mission and may violate laws protecting user privacy if done without the full and informed consent of the library user. In all cases, access to, and delivery of, library resources and services should not be conditioned on the user's consent to the collection and use of their information for contact tracing or other purposes unrelated to library service." – from "[Protecting Privacy in a Pandemic: A Resource Guide](#)"

Additional Resources:

- [Signs you can post](#)
- [Mask and Face Covering Guidance for Business, Transit and the Public](#)
- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)

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Roseburg Public Library Reopening Plan

Tentative reopening date
Tuesday, June 30, 2020

PHASE I

Tuesday, June 30 through Saturday, July 11

Hours of operation

Tuesday 11 a.m.-4 p.m.

Thursday 3 p.m.-8 p.m.

Saturday 10 a.m.-2 p.m.

- Three library aides return to work.
- No volunteers.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

Evaluate sustainability and success. Upon City Manager approval, move to Phase II.

PHASE II

Tuesday, July 14 through Saturday, July 25

Hours of operation

Tuesday 11 a.m.-6 p.m.

Thursday 1 p.m.-8 p.m.

Saturday 10 a.m.-2 p.m.

- Add limited number of specific volunteers to serve when the library is not open to the public.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

Evaluate sustainability and success. Upon City Manager approval, move to Phase III.

PHASE III

Tuesday, July 28 through at least Saturday, August 29

Hours of operation

Tuesday 11 a.m.-8 p.m.

Thursday 11 a.m.-8 p.m.

Saturday 10 a.m.-2 p.m.

- Continue to add volunteers to serve when the library is not open to the public.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

Volunteers will not work public service hours for the foreseeable future. This will be re-evaluated at the August 18, 2020, Library Commission meeting.

Lobby

- Staff member counts those who enter/exit for the first two weeks, then evaluate.
- Limit of 50 in the building at one time for the first two weeks, then evaluate.
- Lobby restrooms unavailable for the first two weeks, then evaluate.
- Turn off water fountain for foreseeable future.
- Sandwich board in front of building that states: Limit of 50 people in building; lobby restrooms closed.
- Sign in lobby encouraging masks and asking patrons to limit visit to one hour.
- One-way stickers on the floor indicating in and out.
- Hand sanitizer.

Main desk

- Permanent Plexiglas barrier installed.
- Encourage face masks for all.
- Encourage gloves for staff.
- One self-check station available.
 - Automation vendor (Apollo) is working on a solution to allow patrons to self-check out materials with their personal devices.
- Staff computer stations are at least six feet apart.
- Two entry points to staff area are cordoned off.
- Stickers placed on floor for distancing patrons waiting to check out.
- Hand sanitizer.

Public computers

- Only six available at one time in the main area.
- Main area cordoned off.
- All patrons required to get a log-in slip from staff.
 - Staff will instruct patrons:
 - Masks must be worn.
 - Limit of 1 hour per day per patron.
 - Only one person at a computer station at a time.
 - Staff will be able to provide minimal assistance.
- Hand sanitizer and wipes.
- Children's and Young Adult computers not available.
 - Staff is checking on providing laptops for teens.

Throughout the library

- One catalog computer moved to the stacks.
- Some tables in the stacks are not available for seating (chairs removed, signs posted).
- Lounge chairs spaced out.
- One-way stickers on the floor in the stacks.
- Hand sanitizer.
- Signs reminding people to social distance and wash hands.
- Children's toys, storytime area furniture removed.

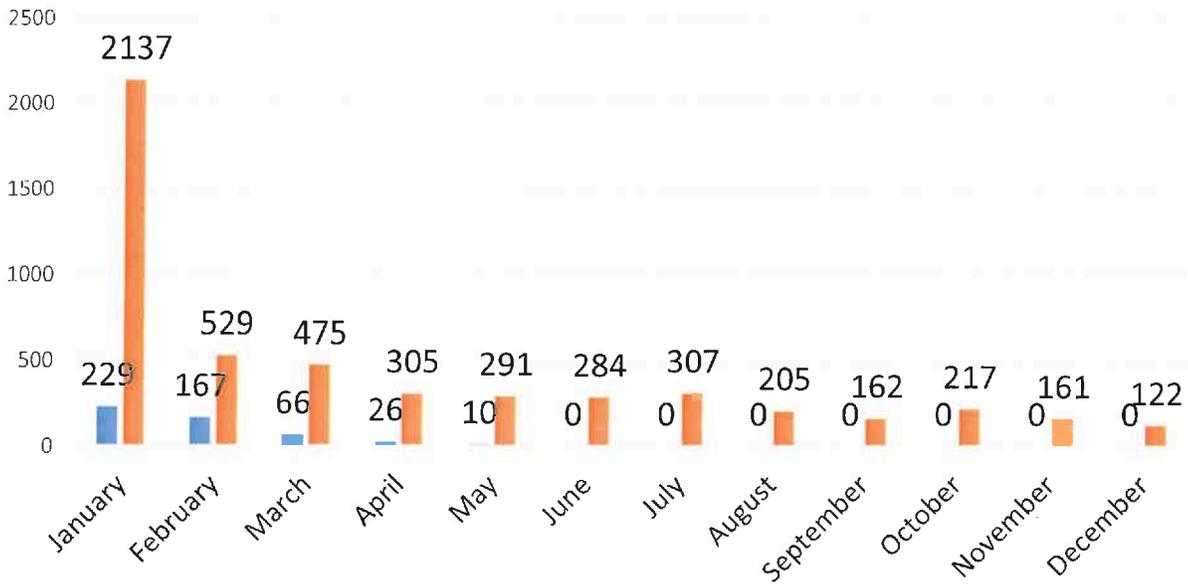
Programs

- No library-sponsored programs in the library for the foreseeable future.
- No in-person children's programs at any location.
- Silent Book Group at Butterfly Garden in Stewart Park with social distancing.
- Summer Reading Program for youth includes online events and grab-and-go kits.
- Summer Reading Program for adults includes Facebook Group.

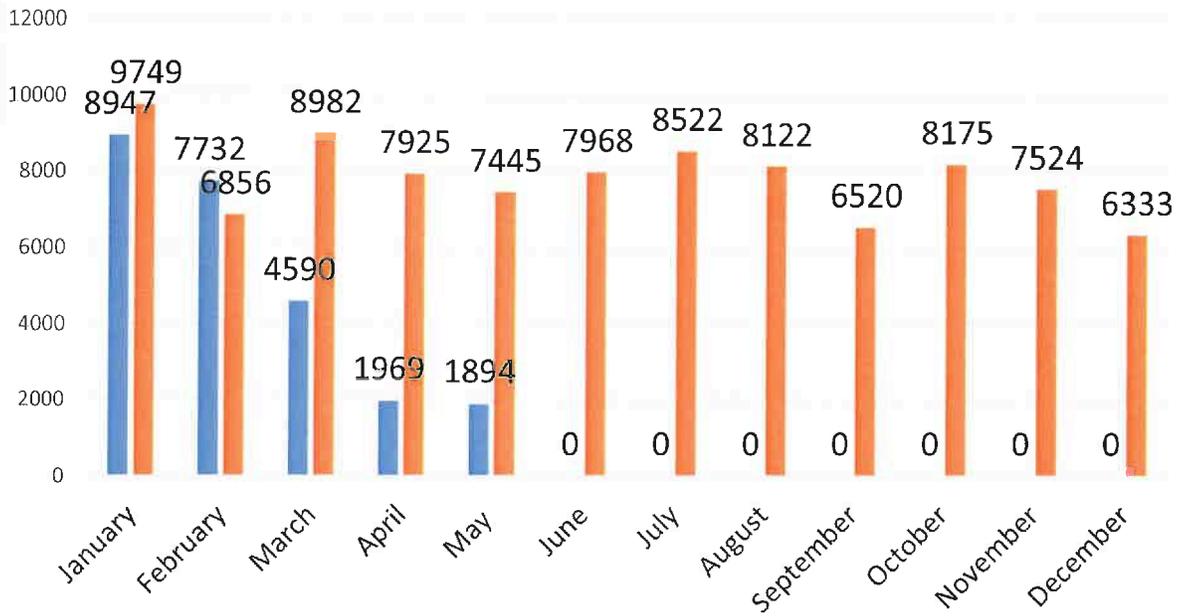
Meeting Rooms

- Deer Creek Room used as quarantine space for returned materials, not available for foreseeable future.
- South Umpqua Room used by Douglas ESD staff, not available for foreseeable future.
- Two multipurpose rooms.
- Ford Room is about 1000 square feet. Given distancing guidelines, capacity would be 28 people. Do we open it up for public use? Things to consider:
 - Library staff is unable to monitor the room.
 - The room has been used by City commissions and Council meeting.

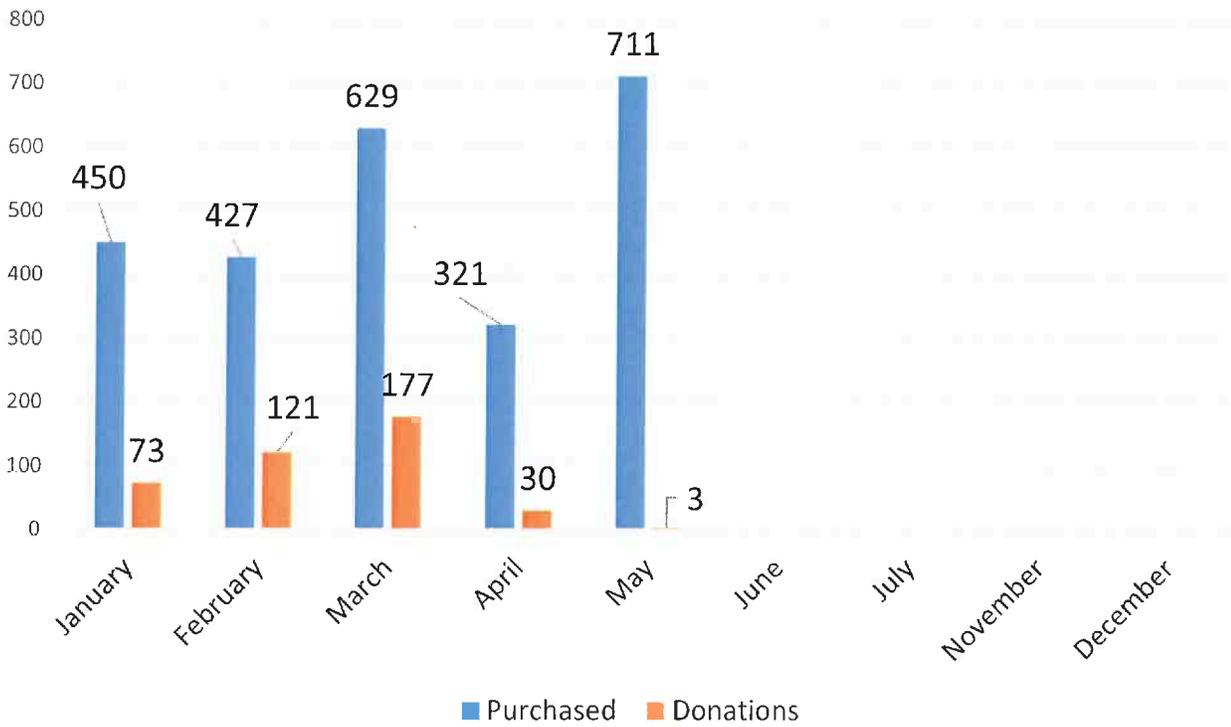
New Users Monthly Comparison



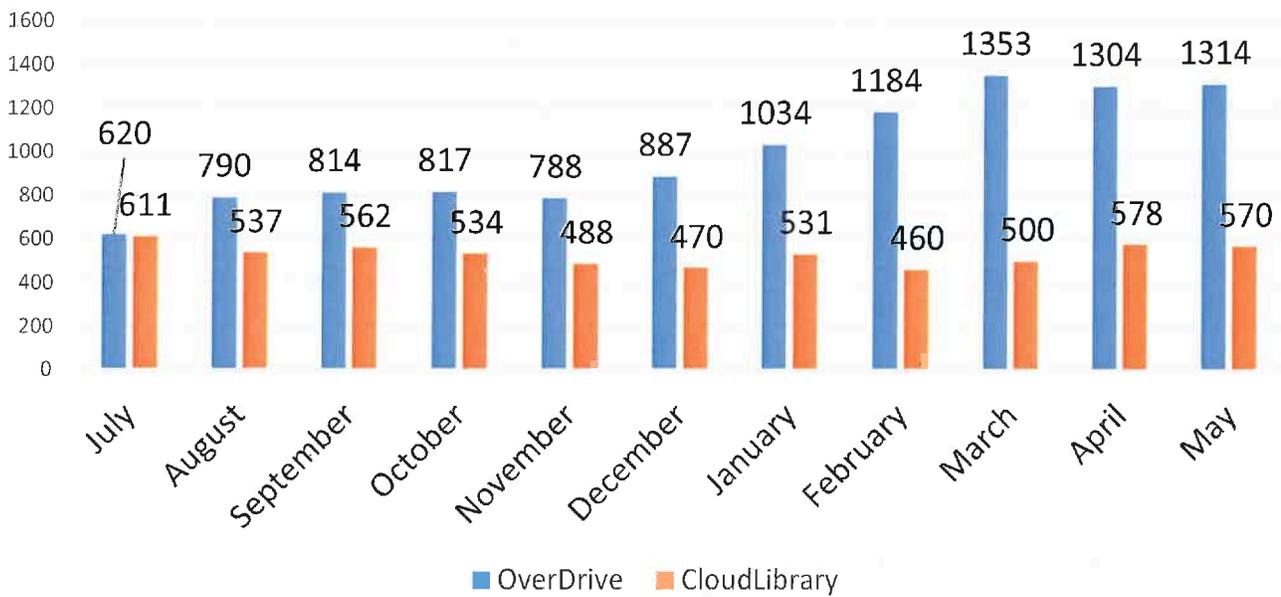
Physical Materials Checkouts



Items Added



OverDrive vs. cloudLibrary Circulation



2019 VS 2020 Monthly Door Count Comparison

