



**ROSEBURG LIBRARY COMMISSION AGENDA  
TUESDAY, August 18, 2020**

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**4:00 P.M. Regular Meeting Ford Room  
1409 NE Diamond Lake Boulevard Suite 100 Roseburg, Oregon 97470**

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**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. June 16, 2020

**IV. DISCUSSION ITEM**

A. Reopening Procedure Update

**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:** September 15, 2020, in Ford Room at Roseburg Public Library

**VII. INFORMATIONAL**

- A. Statistics
- B. Summer Reading Program
- C. Fall Programming
- D. Grants 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  
June 16, 2020**

**CALL TO ORDER:**

Chair Andrea Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on June 16, 2020, in the Ford 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, Mandy Elder, Francesca Guyer

**Absent:** None

**Attending Staff:** Library Director Kris Wiley, Youth Services Librarian Aurora Oberg, Circulation Supervisor Liz Hendershott, RARE AmeriCorps Participant Katie Fischer, City Recorder Amy Sowa, and City of Roseburg Communications Specialist Eric Johnson

**Others Present:** Douglas Education Service District Special Education Administrator Bryan Hinson

**APPROVAL OF MINUTES:**

Commissioner Belzner moved to approve the February 18, 2020, minutes. The motion was seconded by Commissioner Peter and approved with the following vote: Chair Zielinski and Commissioners Belzner, Lundy, Harvey, Elder, and Peter voted yes. No one voted no.

**DISCUSSION ITEM:**

Director Wiley presented the library's three-phase reopening plan beginning June 30, 2020. She stated library staff worked with City and Douglas Education Service District staff to draft a procedure that prioritizes the health and safety of patrons, volunteers, and staff. The plan was reviewed by the Library Commission and others present.

Commissioner Belzner reported that the Friends of the Library plans to move its fall sale in September out of the Deer Creek Room and back to the Ford Room because it is a larger space. The Friends will limit the room capacity and provide hand sanitizer, and volunteers will wear facemasks. The sale will be set up with wider aisles to keep people distanced.

There was discussion about educating patrons regarding the reasons why the library is encouraging everyone to wear facemasks and requiring public computers users to wear them.

There was discussion about the success of the library's drive-up service. Director Wiley recognized Librarians Oberg and Hendershott for their advocacy of the program.

Commissioner Elder asked what would force the library to pause or go back on its reopening plans. Director Wiley and Mr. Hinson stated that action would be in response to an increase in Douglas County cases, orders from the Governor, library staff becoming ill, and/or public response.

Mr. Hinson reported the Douglas ESD remains officially closed through June 30 with a small number of staff in the building on a daily basis. Most departments are staggering their shifts. The Douglas ESD plans to reopen with some people working from home and some staggering their shifts, especially when they work in a shared space. Plexiglas will be installed around standing desk cubicles. When the Douglas ESD reopens, summer hours typically are Monday through Thursday 8 a.m. to 4 p.m. A doorbell was installed outside the main door to facilitate service deliveries.

**AUDIENCE PARTICIPATION:**

None.

**BUSINESS FROM THE COMMISSION:**

None

**NEXT MEETING DATE:**

Tuesday, July 21, 2020, in the Ford Room at Roseburg Public Library

**INFORMATIONAL:**

**Monthly Statistics**

Director Wiley presented the monthly statistics. She reported the largest turnout for the library's drive-through pickup service was June 11 with 106 vehicles served. Library staff has continued to purchase physical materials. The library received a \$10,000 COVID-19 relief grant from The Ford Family Foundation to purchase electronic books and audiobooks, and circulation of ematerials has increased somewhat.

There was discussion about promoting the library's electronic materials platforms more broadly and informing the community that library staff continues to issue library cards through email. Mr. Johnson will share information with the Roseburg Tracker Facebook administrator and the Inform Me Douglas County Facebook Group administrator; both have large followings.

**Programming**

Librarian Oberg reported that the Summer Reading Program for Youth will not have in-person programs because the State Library recommends a limit of 10 people in a program. The library instead is preparing a craft kit every week, and staff will follow Roseburg School District's Lunchbox Express and give away books and craft kits.

The Douglas County Cultural Coalition awarded the library a \$1000 grant for performers, but library staff has adjusted to funding three online performances and using the rest of the funding to create a storywalk. This involves cutting apart and laminating giant books (donated by Altrusa), attaching them to reaty-size boards and stakes, and placing them in the ground along a park path so families can walk along and read a giant book together.

In addition, there will be online storytimes, which will be posted on the library's Facebook page according to publishing rights; some can remain posted indefinitely, some will be a Facebook Live performance that is not saved for future viewing.

Librarian Oberg stated there are bigger prizes this year, and the grand prize is a hover board and helmet. Youth also are encouraged to fill out book reviews for other prizes. Last year there was good program participation; this year the library wants to stress the reading component of the program.

Librarian Oberg reported the library received an LSTA (Library Services and Technology Act) grant from the State Library of Oregon. The library purchased 300 branded canvas bags as well as craft kits and books, and they will be compiled and distributed to local youth who live in low-income housing. Library staff is partnering with UCAN. The library purchased 400 additional canvas bags for youth participating in the Summer Reading Program as well as 100 bags that will be sold at \$5 each to the general public.

Director Wiley reported the Summer Reading Program for Adults includes a private Facebook Group with 25 members to date. Patrons also are invited to email or drop off book reviews. Prizes will include gift cards to local businesses, a pillow massager, and books.

#### **Grants Update**

Director Wiley reported the City applied for a federal Institute of Museum and Library Services grant for \$63,085 to purchase hardware and software in order to create digital content that can be shared online. The grant would fund a video panel and sound system in the Ford Room as well as portable camera and accessories, computers, and software to professionally package programs. If the grant is not successful, the Ford Room renovation will proceed with the original plans to install a sound system.

#### **Budget Update**

Director Wiley reported the library's operating budget of \$484,585 for fiscal year 2020-21 was approved by the City Council. This will maintain status quo operations.

#### **ADJOURNMENT:**

The meeting adjourned at 5:05 p.m. The next meeting is scheduled for Tuesday, July 21, 2020, 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

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### COMMISSION AGENDA

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**Meeting Date:** August 18, 2020  
**Department:** Library  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Discussion Items  
**Staff Contact:** Kris Wiley  
**Contact Telephone Number:** 541-492-7051

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#### ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date August 18, 2020.

#### BACKGROUND

##### **Discussion items.**

The following is the discussion item on your agenda:

- A. Reopening Procedure Update – The library reopened with limited hours on June 30, 2020, and since July 1 library staff has enforced the Governor’s Executive Order requiring patrons to wear a face covering in the library building. Beginning July 28, the library moved to Phase Three of the reopening process. An update on the library’s reopening procedure is presented to the Library Commission for your discussion.

#### **ATTACHMENTS**

Roseburg Public Library Reopening Plan

## Roseburg Public Library Reopening Plan

Updated information in red.

### PHASE TWO

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 THREE

Tuesday, July 28 through **Saturday, September 12**

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 **as workload demands**.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

### PHASE FOUR

**Tuesday, September 15 through at least Saturday, October 2**

Hours of operation

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

**Wednesday 1 p.m.-5 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 **as workload demands**.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

Volunteers will not work public service hours for the foreseeable future.

### Lobby

- Staff member continues to count those who enter/exit, provides masks, encourages using hand sanitizer **through September 12**.
- Limit of 50 in the building at one time continues because of staff capacity and to maintain distancing at the busiest areas, the holds/new adult books shelf and the main desk.

- Lobby restrooms unavailable for foreseeable future.
- 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 requiring 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.
- Require face coverings for all.
- Encourage gloves for staff.
- One self-check station available.
  - Automation vendor (Apollo) solution to allow patrons to self-check out materials with their personal devices went live, but we have not enabled it because of bugs.
- 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 eight 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 not be able to provide assistance. It is impossible to assist patrons and maintain the distance required for safety.
- Hand sanitizer and wipes.
- Children's and Young Adult computers not available.

#### **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.

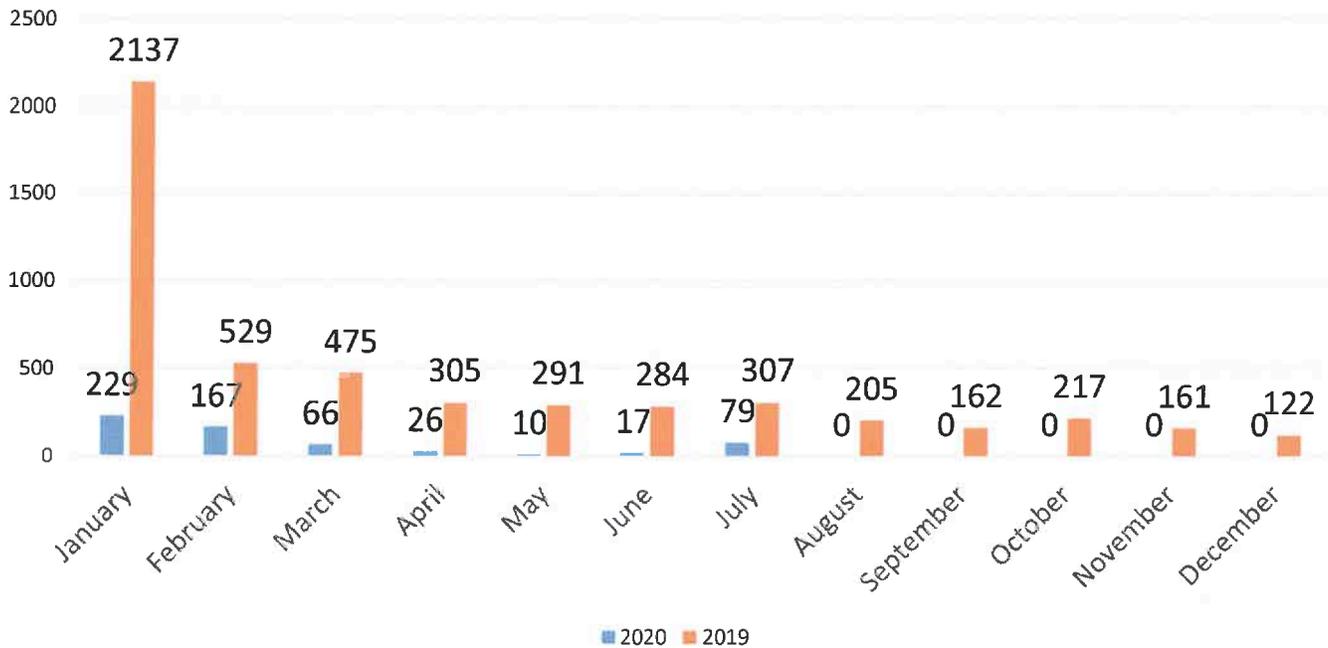
#### **Programs**

- 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.

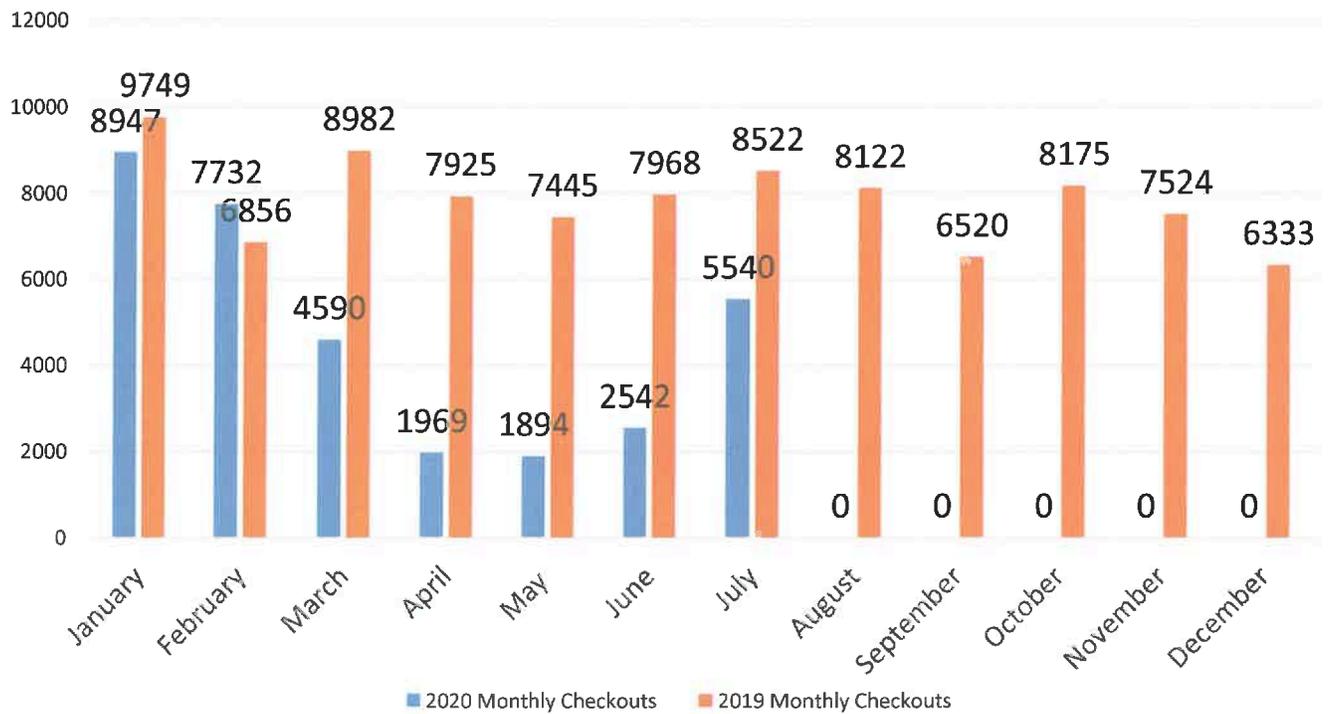
### **Meeting Rooms**

- 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 with maximum of capacity of three each.
- Ford Room capacity is 25.

## New Users Monthly Comparison

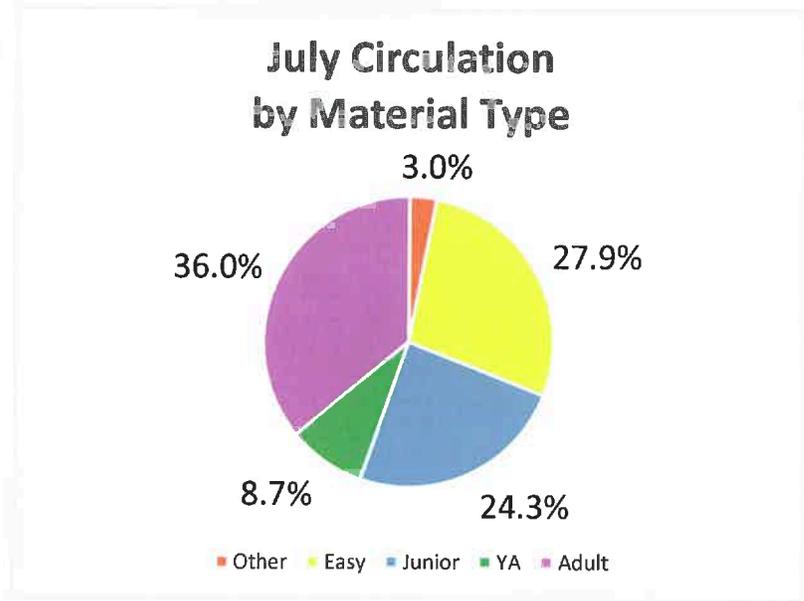


## Physical Materials Checkouts



	Other	Easy	Junior	YA	Adult
1 - Unassigned	0				
2 - Adult Audiobook	88				
3 - Adult DVDs	195				
4 - Adult Fiction	824				
5 - Adult Graphic Novel	13				
6 - Adult Nonfiction	453				
7 - Board Book	178				
8 - Book-Disc	9				
9 - Children's Audiobook	37				
10 - Children's DVD	91				
11 - Children's Graphic Novel	1				
12 - Children's Reference	0				
16 - Fantasy	14				
17 - Foreign Language F/NF	11				
19 - Junior Fiction	695				
20 - Junior Graphic Novel	206				
21 - Junior Nonfiction	319				
22 - Large Print	122				
23 - Magazine	13				
25 - Mystery	365				
30 - Oversize	0				
34 - Picture Book	824				
35 - Prof Collection	41				
36 - Reader	495				
37 - Reference	0				
39 - Science Fiction	27				
42 - Western	15				
44 - Young Adult Audiobook	5				
45 - Young Adult DVD	80				
46 - Young Adult Fiction	257				
47 - Young Adult Graphic Novel	96				
48 - Young Adult Nonfiction	43				
OTAP	1				
Off Site	1				
None/On-the-fly	21				
<b>TOTAL</b>	<b>5540</b>				

Other	Easy	Junior	YA	Adult
3.0%	27.9%	24.3%	8.7%	36.0%
168	1548	1348	482	1994

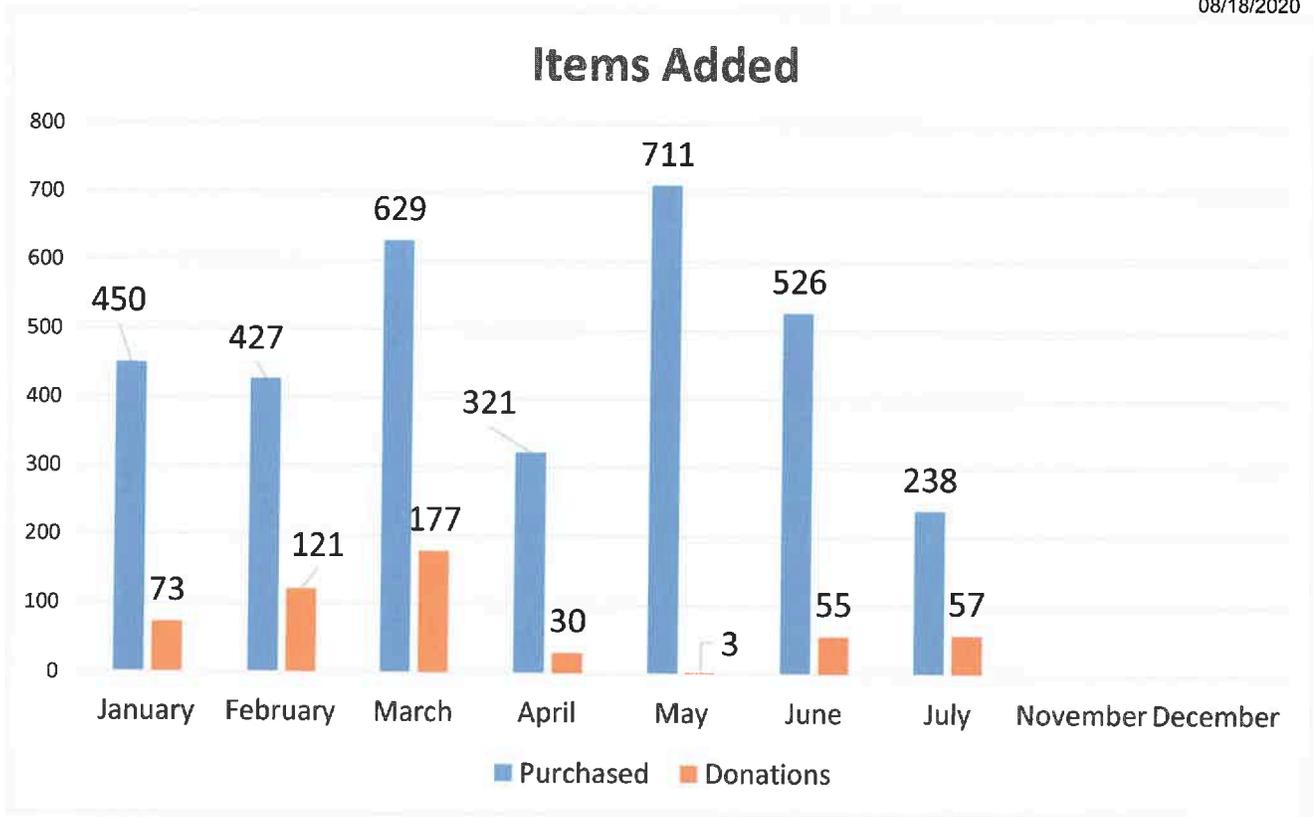


**NEW Items Snapshot - August 10, 2020**

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4163	1030	24.74%
Picture Books	615	153	24.88%
Adult Fiction	678	233	34.37%
YA Fiction	189	38	20.11%

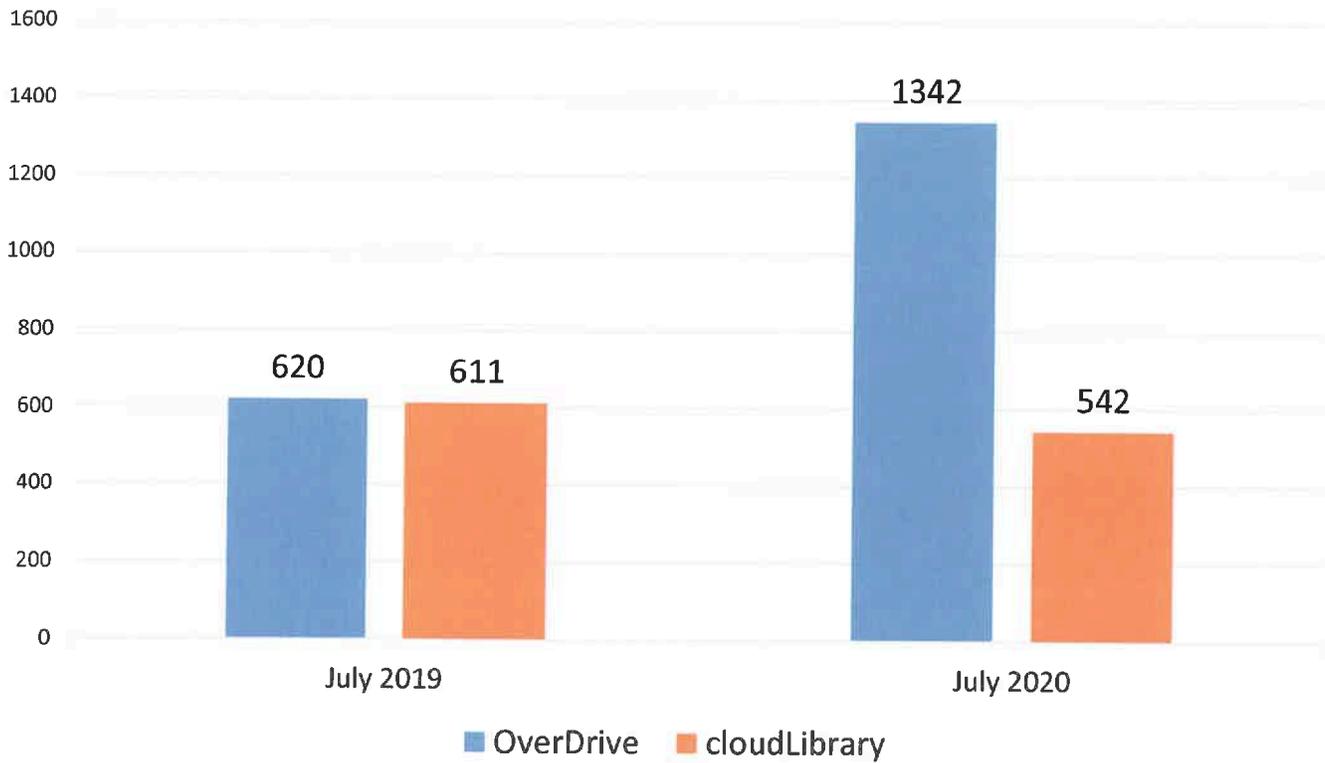
Circulation Snapshot - August 9, 2020

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1775	2.3	129	7.3
3 - Adult DVDs	2233	2.9	179	8
4 - Adult Fiction	14067	18.4	839	6
5 - Adult Graphic Novel	357	0.5	24	6.7
6 - Adult Nonfiction	16025	21	732	4.6
7 - Board Book	377	0.5	138	36.6
8 - Children's CD Book	68	0.1	5	7.4
9 - Children's Audiobook	588	0.8	59	10
10 - Children's DVD	690	0.9	95	13.8
11 - Children's Graphic Novel	8	0	2	25
12 - Children's Reference	170	0.2	1	0.6
14 - Equipment	9	0	0	0
16 - Fantasy	109	0.1	18	16.5
17 - Foreign Language F/NF	729	1	14	1.9
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4652	6.1	867	18.6
20 - Junior Graphic Novel	818	1.1	192	23.5
21 - Junior Nonfiction	8108	10.6	395	4.9
22 - Large Print	1715	2.2	147	8.6
23 - Magazine	2804	3.7	10	0.4
25 - Mystery	5636	7.4	371	6.6
27 - Newspaper	6	0	0	0
30 - Oversize	70	0.1	0	0
34 - Picture Book	4303	5.6	790	18.4
35 - Prof Collection	434	0.6	44	10.1
36 - Reader	1784	2.3	487	27.3
37 - Reference	615	0.8	1	0.2
39 - Science Fiction	1379	1.8	50	3.6
42 - Western	821	1.1	12	1.5
44 - Young Adult Audiobook	223	0.3	13	5.8
45 - Young Adult DVD	373	0.5	54	14.5
46 - Young Adult Fiction	3278	4.3	378	11.5
47 - Young Adult Graphic Novel	1026	1.3	136	13.3
48 - Young Adult Nonfiction	840	1.1	50	6
49 - Young Adult Reference	0	0	0	0
50 - OTAP	264	0.3	17	6.4
51 - Off Site	2	0	0	0
Total	76383		6249	8.2

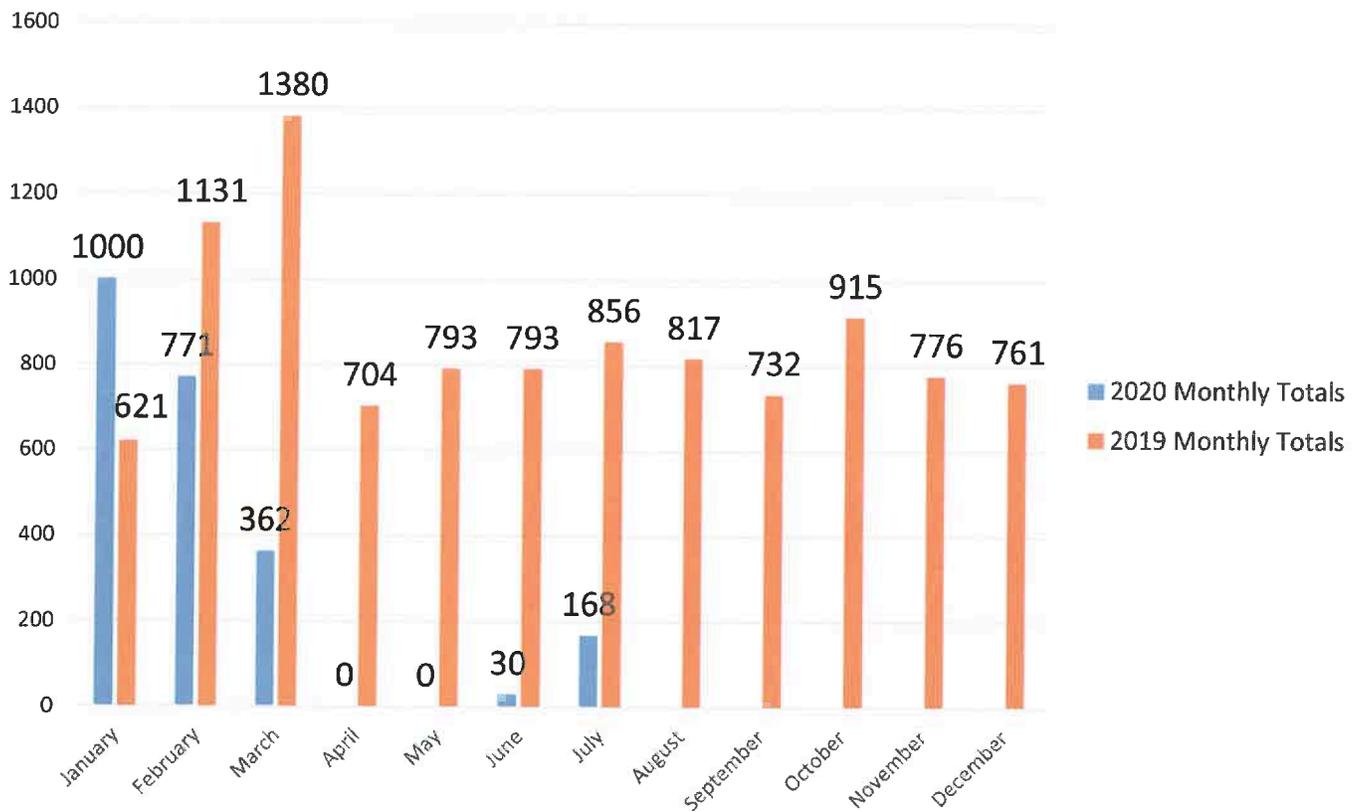


Total value added to collection  
July - \$5,879.43

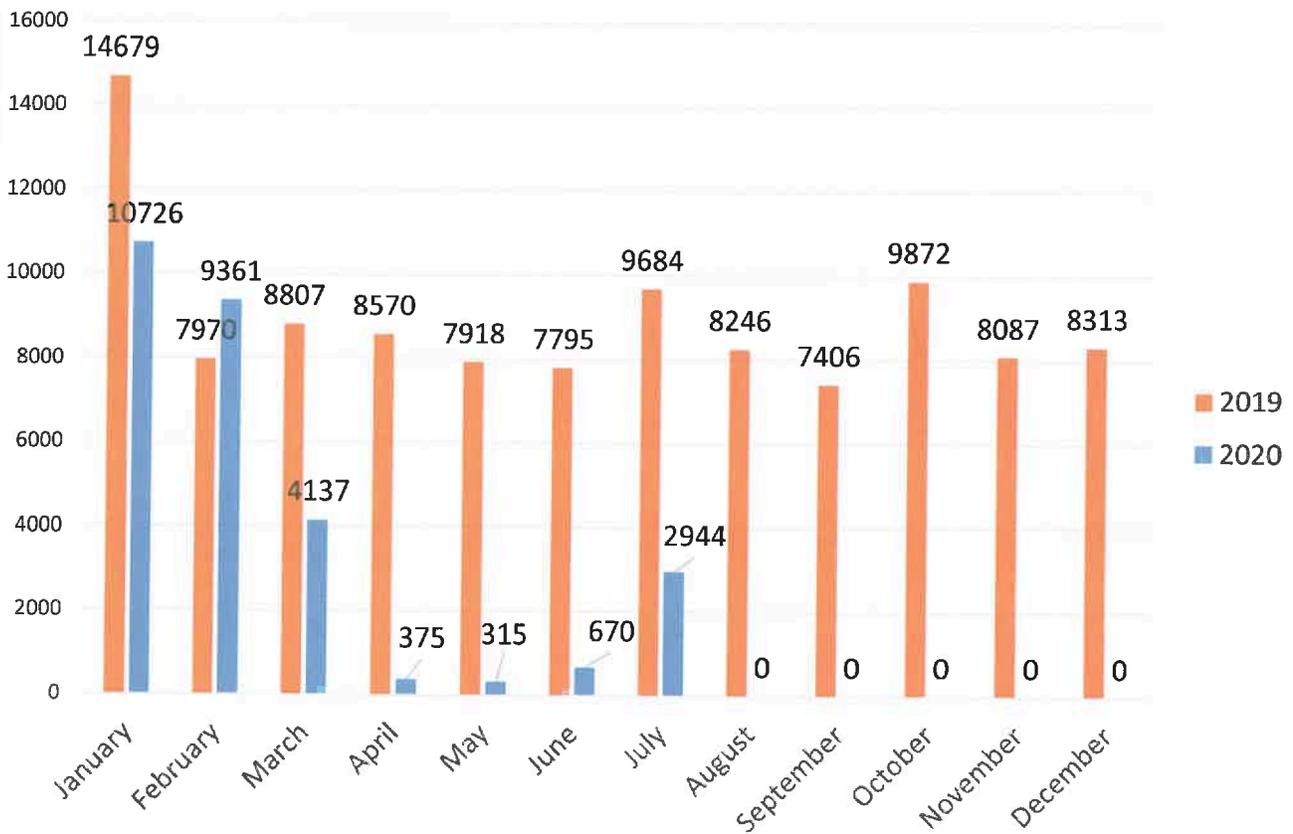
### Ebooks Monthly Comparison



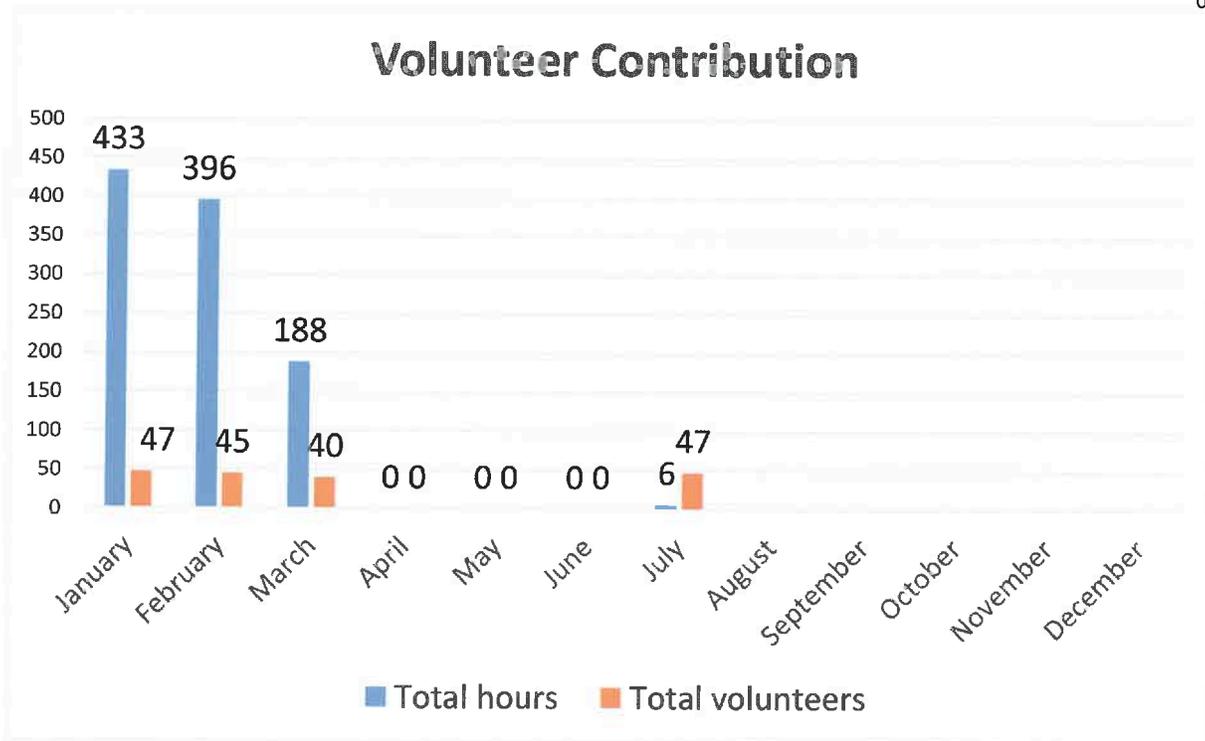
### 2020 VS 2019 Monthly Total Computer Sessions



### 2019 VS 2020 Monthly Door Count Comparison



Library Card Sponsorship Program  
Number of cards issued FY 2020-2021 – 9



#### Children's Programs

Date	Program Name	Attendance	Partner (if applicable)
6/19/2020	Lunchbox Express	46	
6/25/2020	Lunchbox Express	57	
7/2/2020	Lunchbox Express	67	
7/9/2020	Lunchbox Express	49	
7/16/2020	Lunchbox Express	50	
7/23/2020	Lunchbox Express	45	
7/30/2020	Lunchbox Express	49	
<b>TOTAL</b>		<b>363</b>	

#### Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
	No teen programs		
<b>TOTAL</b>		<b>0</b>	

#### Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
5/5/2020	Virtual Book Group	4	
6/2/2020	Virtual Book Group	4	
6/30/2020	Silent Book Club	6	
7/28/2020	Virtual Book Group	4	
<b>TOTAL</b>		<b>18</b>	