



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, April 20, 2021**

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**4:00 P.M. Regular Meeting
Electronic Meeting**

Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

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 Tassano
Laura Harvey

Mandy Elder
Theresa Lundy

Francesca Guyer
Kelly Peter

III. APPROVAL OF MINUTES

A. March 16, 2021

IV. DISCUSSION ITEM

A. Collection Policy Update

AUDIENCE PARTICIPATION – Comments can be provided via email to the Commission at kwiley@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to **1:00 p.m. on Tuesday, April 20, 2021**. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: May 18, 2021

VII. INFORMATIONAL

- A. Monthly Statistics
- B. Programming
- C. Summer Reading Program
- D. Renovations Update
- E. Grants Update

VIII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
March 16, 2021**

CALL TO ORDER:

Chair Andrea Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:04 p.m. on March 16, 2021, electronically via Zoom in Roseburg, Oregon.

ROLL CALL:

Present: Chair Andrea Zielinski, and Commissioners Kelly Peter, Mandy Elder, and Laura Harvey (4:11 p.m.)

Absent: Commissioners Marcy Belzner, Francesca Guyer, and Theresa Lundy

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Oberg, RARE AmeriCorps Participant Katie Fischer, Management Assistant Autumn David, and Assistant City Manager/City Recorder Amy Sowa

Others Present: None

BUSINESS FROM THE COMMISSION:

None

NEXT MEETING DATE:

Tuesday, April 13, 2021, at 4:00 p.m.

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics. The last three drive-up pickup days have served 97, 109, and 111 vehicles. Staff continues to purchase physical items at the same rate as usual because staff does not want holes in the collection when the library reopens for browsing. Director Wiley reported that electronic book circulation is about 40 percent to 45 percent of all circulation; however, she expects that will drop once the building reopens for browsing.

Programming

Director Wiley reported the online book group will meet through Zoom on Tuesday, March 30 at 6:30 p.m. Email kwiley@cityofroseburg.org or call 541-492-7051 for the Zoom link. The program typically has five to six attendees.

Ms. Fischer scheduled an informational session with the Alzheimer's Association through Facebook Live on Wednesday, March 31 at 6:30 p.m. Director Wiley reported that the program was the result of Ms. Fischer's connections with another AmeriCorps member. Director Wiley stated the Electric Vehicle program, also a collaboration between Ms. Fischer and another AmeriCorps member, was attended virtually by eight or nine people and 40 people viewed the program online for at least one minute in the first 24 hours.

Librarian Oberg reported there were three different craft kits given out this past month. Staff has continued to increase the amount of craft kits available and has easily given them all away during book pickup. The library received the Douglas County Cultural Coalition Grant, which allowed staff to purchase two new storywalk books for display in parks this summer. Altrusa Day of Literacy took place in February and Dr. Seuss Day was March 2; library staff has continued to give away books and craft kits to emphasize the importance of early literacy within the community. She added that library staff is starting to develop plans for the Summer Reading Program; while they hope to be open to the public in some capacity by then, library staff will likely continue to provide grab-n-go type activities.

Director Wiley reported she spoke with Gwen Soderberg-Chase of the Umpqua Valley STEAM Hub and Douglas County Partners for Student Success, about participating in STEAM Week in May. The Douglas County public libraries will schedule a Zoom meeting with Gwen to discuss collaborating on this event and ongoing STEAM opportunities, and Roseburg Public Library's youth services staff will prepare an activity during STEAM Week.

APPROVAL OF MINUTES:

Commissioner Peter moved to approve the February 16, 2021, minutes. The motion was seconded by Commissioner Elder and approved with the following vote: Chair Zielinski and Commissioners Elder, Harvey and Peter voted yes. No one voted no.

INFORMATIONAL:

Renovations Update

Director Wiley reported renovations are under way in the Ford Room. A screen and whiteboards were installed, and new carpet is going in this week. The projector and sound system will be installed soon, perhaps this week. The new furniture in the main library has not yet been ordered; delivery will occur six to eight weeks after the order is submitted.

Grants Update

Director Wiley reported the library received a \$1,000 grant from the Douglas County Cultural Coalition for the Summer Reading Program; it will fund a storywalk and special performances. The library will submit a \$4,000 grant application to the Coquille Indian Tribe to fund book bag kits for youth in low-income housing and Head Start.

Director Wiley stated she expects opportunities for grant funding related to the federal relief package. The federal Institute of Museum and Library Services was allocated \$200 million. The National Endowment for the Humanities also may have grant opportunities. Director Wiley added she anticipates the State Library of Oregon will manage new grant programs.

Director Wiley reported that the library received \$2,930 in donations from community members in the past month. The contributions were \$2,000 for books, \$230 for a storywalk, and \$700 undesignated. All donors receive a written thank you signed by the Director.

Budget Update

Director Wiley reported she submitted a status quo draft operating budget to the City Manager and Finance Director. The total proposed budget is \$535,000 compared with this year's approved budget of \$485,000. The difference is wholly related to personnel expenses. Director Wiley will discuss the proposal with the City Manager and Finance Director on March 17. The City Budget Commission will meet in May and make a recommendation to the City Council.

Commissioner Harvey asked whether the library's meetings rooms are being used. Director Wiley responded that the library uses the Deer Creek Room as a quarantine space; the Douglas Education Service District uses the South Umpqua Room for staff meetings; and the Ford Room has not been used because of ongoing renovations. Staff is not accepting room reservations at this time; there will be a public announcement when the public can begin reserving meeting rooms.

ADJOURNMENT:

The meeting adjourned at 4:21 p.m. The next meeting is scheduled for Tuesday, April 13, 2021, at 4:00 p.m.

Respectfully submitted,

Autumn David

Autumn David, Management Staff Assistant



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: April 20, 2021
Department: Library
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date April 20, 2021.

BACKGROUND

Discussion items.

The following is the discussion item on your agenda:

- A. **Collection Policy Update** – The library's first collection policy was reviewed by the Library Commission and adopted by the City Council on September 24, 2018. It included information about selection and withdrawal of library materials and the procedure for reconsideration of library materials.

The Collection Policy was updated, reviewed by the Library Commission, and adopted by the City Council on March 11, 2019, to document that withdrawn library materials may be consigned to the Friends of the Roseburg Public Library.

At this time, there are two additions to the policy for your review. One is a section on materials preservation that was added to comply with the State Library of Oregon's Public Library Standards, which define the essential services expected of public libraries. Second is a section on electronic resources that was added in response to the library's five-year strategic plan. The new sections are marked in red in the attachment.

If the Library Commission approves of the additions, the Collection Policy will be presented to the City Council for final approval.

SUGGESTED MOTION – I move that the Library Commission recommend that the City Council approve the updated Collection Policy.

ATTACHMENTS

1. Collection Policy (updates in red)

COLLECTION POLICY

The collection policy is to guide staff in the selection of materials, the development and maintenance of the collection, and to inform the public about the principles upon which selection is made.

The objective of Roseburg Public Library is to provide modern library services and resources to meet the changing educational, recreational, informational, and inspirational needs of the public, thereby enhancing both individual and community life. The collection will emphasize current, popular materials and stimulating children's interest in and appreciation for reading.

SELECTION POLICY

The library will develop collections of merit and significance, whether acquired by purchase or gift. Each item will be considered in terms of its contribution to the collection and value to the public for whom it is intended.

Materials considered for selection will be evaluated according to objective standards. Flexibility, open-mindedness, as well as familiarity with and responsiveness to community needs and interests are necessary during the evaluation process. The following factors also will influence the selection of library materials:

- Expanding world of knowledge
- Changing social values
- Technological and scientific advances
- Cultural differences

As growth and change occur in these areas, the library will attempt to reflect these changes in the composition of the library collection.

ELECTRONIC RESOURCES

Roseburg Public Library's digital resources, including, but not limited, to electronic books and electronic audiobooks, are subject to the same collection development criteria as physical materials. Additional criteria include technological requirements, platform ease of use, and availability for remote access.

INTELLECTUAL FREEDOM AND RECONSIDERATION OF LIBRARY MATERIALS

It is Roseburg Public Library's mission to build a collection that includes materials and information on current and historical issues and that presents a wide range of views.

The library makes its collections and services equally available to every member of the community it serves. The library challenges all attempts to limit free expression of ideas or access to those ideas. 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. The selection of any material for inclusion in the collection does not constitute an

endorsement of its contents. The library recognizes that many materials can be controversial and that any given item may offend some patrons. A decision to select an item is not made on the basis of anticipated approval or disapproval but on the merits of the work in relation to building the collection and serving the interests of the library's patrons.

The choice of library materials by users is an individual matter. While patrons may reject materials for themselves and for juvenile members of their family, they cannot be allowed to exercise censorship in an attempt to restrict access to the materials by others. Because a diversity of materials may result in some requests for reconsideration of specific items, patrons who object to certain library materials will be asked to complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

APPEAL PROCEDURE

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the City Manager's written decision.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

The ultimate responsibility for the selection of materials rests with the Library Director. The Library Director is charged with the implementation of the collection development

policy. Selection of library materials is delegated to the Library Director and, under his or her supervision, to other members of the staff who are qualified to do so by reason of education, training, and experience. Suggestions from other staff members and from the public are invited and will be seriously considered during the selection process.

SPECIFIC SELECTION CRITERIA

The following factors will be given consideration when making selection of library materials:

- Relationship and importance to the collection
- Significance of the subject matter
- Timeliness or popularity
- Reputation or qualifications of the author, artist, publisher, or producer
- Local interest
- Availability of materials on the subject
- Provision of alternative viewpoint
- Inclusion in standard bibliographies or indexes
- Level of difficulty
- Critical review
- Purchase price
- Accessibility to materials elsewhere in region
- Suitability of format to library purposes
- Technical characteristics; i.e., quality of physical characteristics

SELECTION SOURCES

The impetus to select an item may come from a number of sources, including, but not limited to, the following:

- Reviews
- Patron requests
- Publishers' catalogs
- Staff recommendations
- Interlibrary loan requests
- Subject needs
- Collection evaluations
- Weeding/replacement schedule
- Gifts
- Bibliographies

MATERIALS PRESERVATION

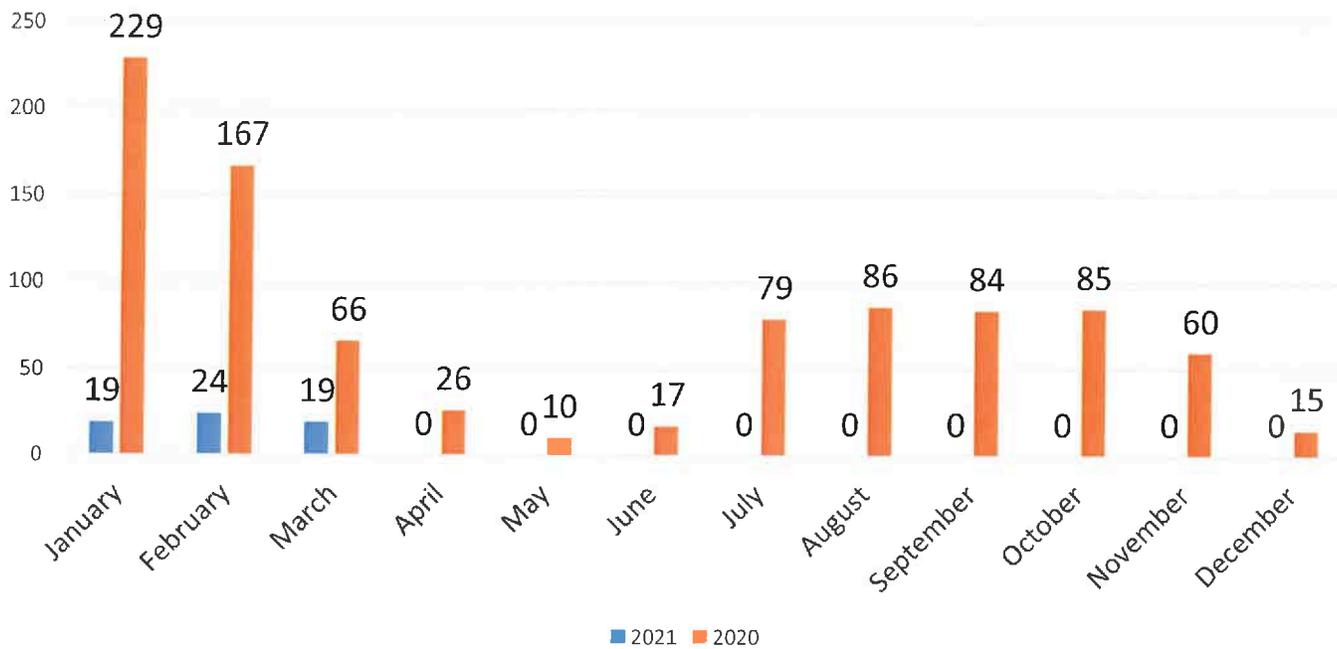
Roseburg Public Library recognizes that different items and collections may need different forms and levels of care and cleaning. The library determines the level of care and cleaning according to staff capacity, cost, and accessibility. In order to preserve materials, the library will provide and regularly monitor for appropriate environmental conditions according to current best practices for general collection maintenance and preservation.

WITHDRAWAL AND DISCARDING OF LIBRARY MATERIALS

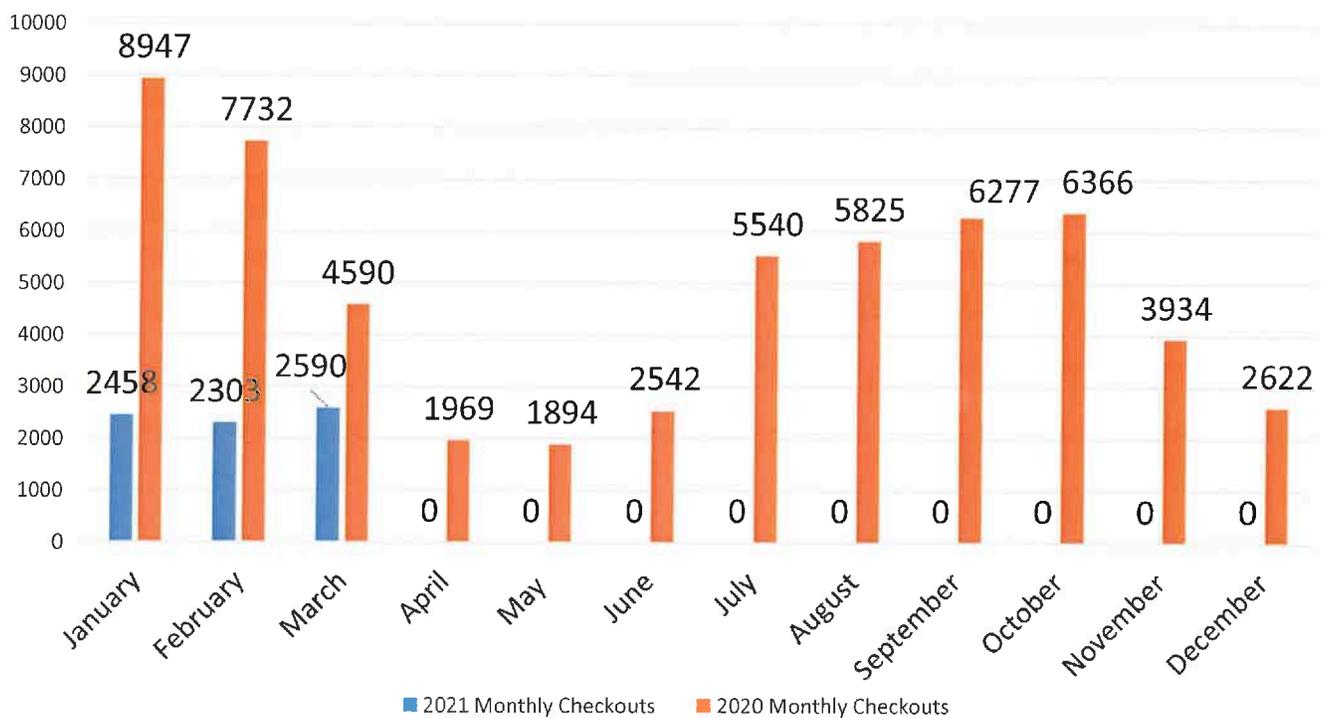
Materials are regularly withdrawn from the library's collections for the following reasons:

- They are out of date; that is, no longer timely or accurate.
- They are badly worn or damaged.
- It is cheaper to replace rather than mend or repair the items.
- They were once popular items that no longer enjoy a high interest or demand by the public.
- There are limitations imposed by lack of storage or display space.

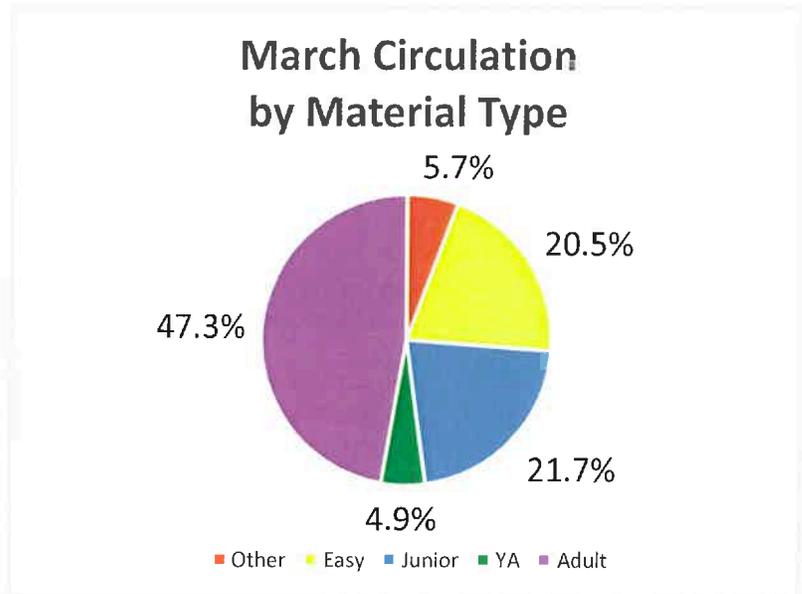
New Users Monthly Comparison



Physical Materials Checkouts



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	5.7%	20.5%	21.7%	4.9%	47.3%
2 - Adult Audiobook	48	147	531	561	127	1224
3 - Adult DVDs	57					
4 - Adult Fiction	487					
5 - Adult Graphic Novel	7					
6 - Adult Nonfiction	276					
7 - Board Book	27					
8 - Children's CD Book	1					
9 - Children's Audiobook	21					
10 - Children's DVD	38					
11 - Children's Graphic Novel	0					
12 - Children's Reference	0					
16 - Fantasy	10					
17 - Foreign Language F/NF	5					
19 - Junior Fiction	242					
20 - Junior Graphic Novel	74					
21 - Junior Nonfiction	186					
22 - Large Print	92					
23 - Magazine	0					
25 - Mystery	313					
30 - Oversize	0					
34 - Picture Book	393					
35 - Prof Collection	25					
36 - Reader	85					
37 - Reference	0					
39 - Science Fiction	18					
42 - Western	8					
44 - Young Adult Audiobook	4					
45 - Young Adult DVD	15					
46 - Young Adult Fiction	68					
47 - Young Adult Graphic Novel	26					
48 - Young Adult Nonfiction	14					
OTAP	4					
Off Site	0					
None/On-the-fly	46					
TOTAL	2590					



NEW Items Snapshot - April 5, 2021

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3085	320	10.37%
Picture Books	420	32	7.62%
Adult Fiction	568	81	14.26%
Junior Fiction	316	24	7.59%
YA Fiction	194	5	2.58%

Circulation Snapshot - April 5, 2021

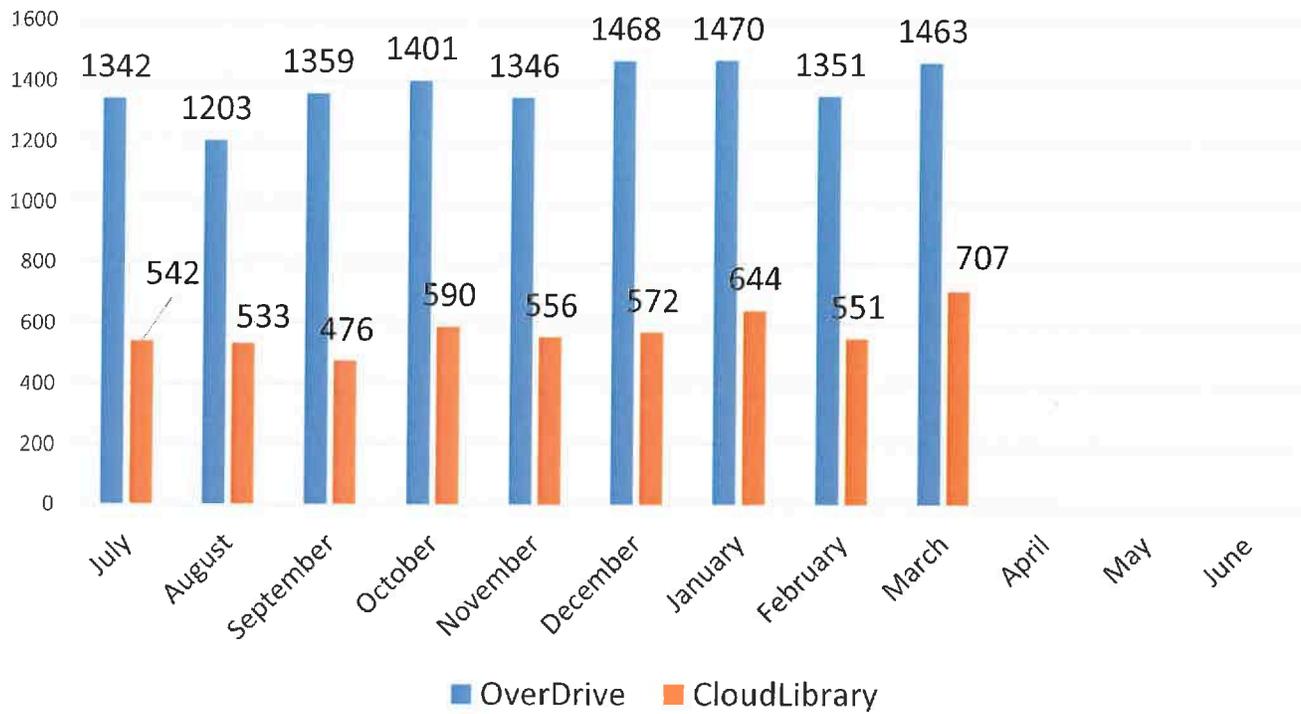
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1770	2.3	45	2.5
3 - Adult DVDs	2171	2.8	51	2.3
4 - Adult Fiction	13920	17.8	357	2.6
5 - Adult Graphic Novel	361	0.5	5	1.4
6 - Adult Nonfiction	16323	20.8	322	2
7 - Board Book	463	0.6	40	8.6
8 - Children's CD Book	128	0.2	1	0.8
9 - Children's Audiobook	657	0.8	36	5.5
10 - Children's DVD	716	0.9	38	5.3
11 - Children's Graphic Novel	6	0	2	33.3
12 - Children's Reference	170	0.2	1	0.6
14 - Equipment	9	0	0	0
16 - Fantasy	151	0.2	12	7.9
17 - Foreign Language F/NF	748	1	11	1.5
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4973	6.3	347	7
20 - Junior Graphic Novel	934	1.2	55	5.9
21 - Junior Nonfiction	8299	10.6	242	2.9
22 - Large Print	1736	2.2	103	5.9
23 - Magazine	2941	3.8	1	0
25 - Mystery	5846	7.5	236	4
27 - Newspaper	6	0	0	0
30 - Oversize	54	0.1	1	1.9
34 - Picture Book	4740	6	374	7.9
35 - Prof Collection	320	0.4	21	6.6
36 - Reader	1911	2.4	149	7.8
37 - Reference	612	0.8	0	0
39 - Science Fiction	1292	1.6	25	1.9
42 - Western	833	1.1	8	1
44 - Young Adult Audiobook	229	0.3	4	1.7
45 - Young Adult DVD	381	0.5	16	4.2
46 - Young Adult Fiction	3421	4.4	173	5.1
47 - Young Adult Graphic Novel	1078	1.4	34	3.2
48 - Young Adult Nonfiction	867	1.1	25	2.9
49 - Young Adult Reference	1	0	0	0
50 - OTAP	264	0.3	4	1.5
51 - Off Site	2	0	0	0
Total	78360		2739	3.5



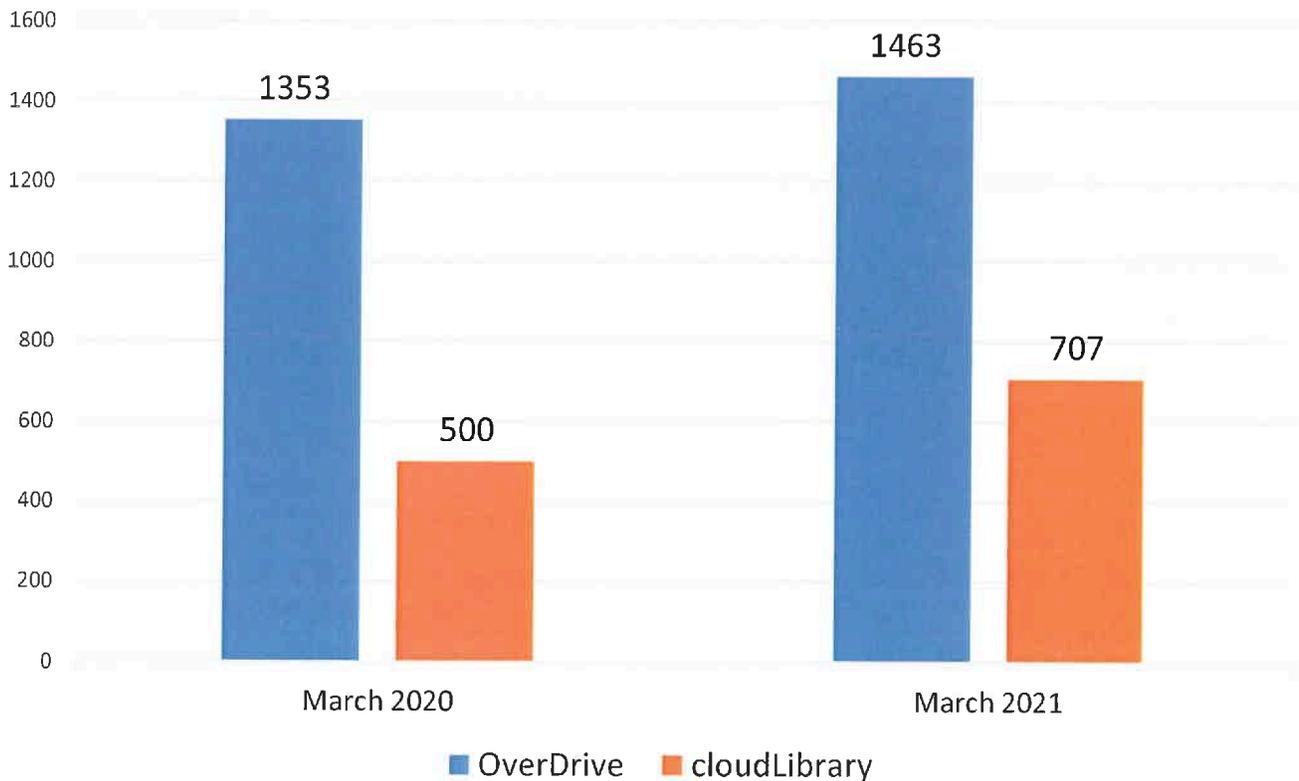
Total value added to collection
March 2021 - \$7531.75

Library Card Sponsorship Program
Number of cards issued FY 2020-2021 – 52

FY 2020-2021 OverDrive & cloudLibrary Circulation



Ebooks Monthly Comparison



Children's Virtual Programs

Date	Name	Live/Streaming Program	Recorded Program	One-Minute Views at 24-Hour Mark/Attendance
3/3/2021	Storytime		x	5
3/10/2021	Storytime		x	2
3/17/2021	Storytime		x	2
3/24/2021	Storytime		x	5
3/31/2021	Storytime		x	4
	TOTAL			18

Children's In-Person Programs

Date		Attendance	Partner (if applicable)
3/2/2021	Dr. Seuss Crafts	40	
March 2021	Preschool Kit	25	
3/9/2021	St. Patrick's Crafts	50	
3/23/2021	Flower Craft Kit	49	
	TOTAL	164	

Adult Virtual Programs

Date	Name	Live/Streaming Program	Recorded Program	One-Minute Views at 24-Hour Mark/Attendance
3/4/2021	Hurston Book Group	x		4
3/30/2021	Silent Book Group	x		7
3/31/2021	Alzheimer's Program	x		12
	TOTAL			23