



**ROSEBURG LIBRARY COMMISSION AGENDA  
TUESDAY, October 15, 2019**

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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: Brian Prawitz

Commissioners: Marcy Belzner Mandy Elder Francesca Guyer  
Laura Harvey Theresa Lundy Kelly Peter

**III. APPROVAL OF MINUTES**

A. September 17, 2019

**IV. DISCUSSION ITEMS**

- A. Maker Space Policy, Use Agreement Form, and Fees
- B. Library Use Assessment Survey

**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**

A. Institutional Library Cards (Commissioner Guyer)

**VI. NEXT MEETING DATE:** November 19, 2019, in Ford Room at Roseburg Public Library

**VII. INFORMATIONAL**

- A. Monthly Statistics
- B. Public Library Standards Update,  
<https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-091718.pdf>
- C. 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  
September 17, 2019**

**CALL TO ORDER:**

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on September 17, 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, Laura Harvey, Francesca Guyer, Theresa Lundy, Mandy Elder

Absent: Commissioner Kelly Peter

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Oberg, RARE AmeriCorps Participant Katie Fischer

Others Present: None

**APPROVAL OF MINUTES:**

Commissioner Guyer moved to approve the August 20, 2019, minutes. The motion was seconded by Commissioner Belzner and approved with the following vote: Chair Prawitz and Commissioners Belzner, Guyer, Lundy, and Harvey voted yes. No one voted no.

**INTRODUCTIONS**

Director Wiley introduced Ms. Fischer as the RARE (Resource Assistance for Rural Environments) AmeriCorps participant for an 11-month appointment. She will focus on a library use assessment survey, strategic plan, communications, youth services, and developing a makerspace in addition to learning about public library services. Ms. Fischer reported she grew up in Minnesota, then moved to Eugene and completed an environmental science degree at the University of Oregon. She noted she has always been curious about libraries and is excited for this year.

**DISCUSSION ITEMS**

- A. Policy Updates – Director Wiley stated that library policies were reviewed by the Library Director and City Recorder. Minor administrative changes were made to the following policies and presented to the Library Commission for review and discussion.
- Internet Use Policy – Page 4, The language was changed to indicate wireless printing is available.
  - Meeting Room Policy – Page 1, Corrected the capacity of the South Umpqua Room. Page 1 and 2, Deleted information about Study Room #2; this space is used only by the library and is not available to the public.
  - Rules of Conduct Policy – Page 1, Deleted the item indicating that lying down, sleeping, or the appearance of sleeping on the premise is prohibited to conform with current practice.

- Library Card Sponsorship Application – Page 1, Language changed to conform with current practice.

There was discussion about the administrative changes to the policies, and there was consensus to make no additional changes.

There were two proposed amendments to the Circulation Policy. These were presented to the Library Commission for review and discussion, and a motion was required for the policy to be presented to the City Council.

- The creation of a Teacher Library Card would be available at no charge to full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed at public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. This card would have the same privileges as a non-resident annual member who pays \$60 per year.
- Students would have the ability to place holds on a maximum of 10 items simultaneously regardless of format. Currently, students are unable to place holds.

There was extensive discussion regarding the Teacher Library Card. Commissioner Harvey stated she recommended eliminating “full-time” so job-share teachers would be eligible. There was discussion about changing the language to “permanent classroom” teachers. There was discussion about changing the wording “employed at” to “employed by.” There was discussion of homeschooling families’ eligibility for library cards; those who live within the Roseburg Public School District geographic boundary currently receive student cards, and no change was recommended. Commissioner Harvey stated that although she doesn’t see a lot of media staff checking out library materials, the staff provides a bridge to the students. There was discussion of providing free cards to preschool teachers; no change was recommended. Commissioner Harvey stated that the policy can be assessed in another year.

The Commission agreed to the following amendments to the Circulation Policy:

- Teacher library cards are free to full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. Eligible recipients must show a school badge or ID and proof of residence to receive a card that is renewable annually.

There is a fee for replacing a library card that has been lost or damaged beyond use.

- Patrons who have student cards may have a maximum of 10 items on hold simultaneously regardless of material type or format.

Commissioner Harvey moved that the Library Commission recommends that the City Council adopt the Circulation Policy that has been set forth for approval. The motion was seconded by Commissioner Lundy and approved with the following vote: Chair Prawitz and Commissioners Belzner, Guyer, Lundy, and Harvey voted yes. No one voted no.

B. Reciprocal Borrowing Agreement with North Douglas Library District – Director Wiley reported that she and City Recorder Amy Sowa met with North Douglas Library District staff and board members to discuss a reciprocal borrowing arrangement and have worked out an agreement that will allow physical materials to be exchanged between the two libraries. The North Douglas Library District Board approved the agreement at its September 11, 2019, meeting. A Reciprocal Borrowing Policy and Agreement Between City of Roseburg and North Douglas Library District for Reciprocal Borrowing of Library Materials was presented to the Library Commission for review and discussion. The Reciprocal Borrowing Policy does not require a motion.

Commissioner Belzner asked how we resolve the no fines issue because North Douglas assesses fines. Director Wiley reported that North Douglas is going fine free so this will not be an issue. Director Wiley reported that the Douglas Education Service District will provide courier services once a week between the buildings. Items will be placed on hold for patrons and can be tracked through the online catalog system. There was discussion that we are exploring this sharing arrangement with the library in our area that most closely resembles ours.

Commissioner Guyer moved that the Library Commission recommends that the City Council authorize the City Manager to sign the Agreement Between City of Roseburg and North Douglas Library District for Reciprocal Borrowing of Library Materials. The motion was seconded by Commissioner Belzner and approved with the following vote: Chair Prawitz and Commissioners Belzner, Guyer, Lundy, and Harvey voted yes. No one voted no.

**AUDIENCE PARTICIPATION:**

None.

**BUSINESS FROM THE COMMISSION:**

Commissioner Belzner stated there is a new sign for the Friends of the Roseburg Public Library book store in the library and that sales have doubled to an average of \$40 per week.

**NEXT MEETING DATE:**

Tuesday, October 15, 2019, in the Ford Room at Roseburg Public Library

**INFORMATIONAL:**

**Monthly Statistics**

Director Wiley presented the monthly statistics; she reported that adult circulation outpaced children's, and she attributed that to the end of summer. She shared a new report showing the percentage of items designated "new" that was checked out at a particular point in time. About two-thirds of new picture books were checked out; 26 percent of young adult fiction was checked out; about 55 percent of adult fiction was checked out; and about 50 percent of all new material was checked out.

Commissioner Harvey asked if we have enough materials for early readers. Librarian Oberg stated that it is a popular section, and she said the quality of easy reader books is sometimes

difficult to determine when ordering. She stated that she focused on programming during the summer and is now focusing on the collection. There was discussion about how long young readers remain in a particular section, and Librarian Oberg and Commissioner Harvey stated that it varies; sometimes young readers will read the same material over and over and wait to move up to the next level. Director Wiley reported that 40 percent of the collection development budget is designated for children's materials.

Director Wiley noted that OverDrive ematerials are checking out at a significantly higher rate than cloudLibrary. Director Wiley confirmed that early returns of materials are possible on the OverDrive and cloudLibrary platforms.

Commissioner Harvey stated that the door count was good for the summer.

Commissioner Elder suggested that library staff promote some of the statistics because this can have a feel-good effect. Chair Prawitz said statistics are good fodder for Facebook and infographs.

### **Annual Report to State Library**

Director Wiley shared a PowerPoint presentation that focused on some of the statistics required for the annual report. The full report was available in hard copy, and it will be submitted to the State Library before October 1, 2019. Director Wiley noted that the presentation will be given to the City Council in October.

The Commissioners suggested providing more information to the City Council regarding checkout statistics and how much is spent on materials.

Commissioner Harvey stated the Commission should thank the volunteers. There was discussion about how to honor volunteers, including finding a way to do so without requiring them to attend an event. No final decision was made.

### **Summer Reading Program Review**

Director Wiley stated the library's first Summer Reading Program was a great success thanks to the leadership of Librarian Oberg.

Director Wiley reported that 57 adult bingo sheets were submitted, which correlates to more than 250 books read by those patrons. Director Wiley stated the reading component of the program did not have as many completions as anticipated.

Librarian Oberg reported 3345 people attended programs; 120 youth completed 20-hour reading logs; 175 youth completed five hours of reading. Between 30 and 50 teens participated in the program. There was discussion about the disparity between the number of people completing logs and the number of people attending programs.

Commissioner Harvey stated that people loved the Summer Reading Program, and the door count showed it. Librarian Oberg stated that youth can get their prizes through this week. She also stated that we know crafts are popular, and next year we will have more crafts and ask for more volunteer help. She stated that performers did not draw large numbers.

Commissioner Belzner reported that a volunteer stated more preparation would be helpful for Harry Potter Day.

### **Programming**

Director Wiley requested that Library Commissioners consider attending at least one of the programs this week because they involve important community partnerships. Thursday's College in the Community series is scheduled for 6:30 p.m. and is a partnership with Douglas Education Service District and Umpqua Community College; Saturday's Surgical Robot Program is scheduled for 11 a.m. to 1 p.m. and is a partnership with CHI Mercy. There are a number of author events scheduled, and several partnerships are in the works.

Librarian Oberg reported that there will be two storytimes each week this fall, one for toddlers and one for preschoolers. Saturday storytimes were hard to keep going because of staffing, so the library is shifting to a monthly musical storytime geared toward male caregivers and presented by library aide Mark Breckinridge, who has a doctorate in musicology and who recently received special training on incorporating music into storytimes. The library is starting a Girls Who Code program for third through fifth graders; it does not have a computer component and allows students to attend when they are able. Library staff will investigate an LSTA grant for funding Girls Who Code for older students, which would require computers. There will be a monthly family craft event on a Saturday in which a themed craft will be available for preschoolers, elementary students, and adults. There will be homeschool science classes once or twice a month because the library serves a lot of homeschool families and Librarian Oberg wants to do something to enrich their school experience. Ms. Fischer will help with Girls Who Code, and she's working on developing a chess club. Teen Advisory Council continues, and there will be two programs a month for teens with every other month focusing on a quality craft because that type of program got better attendance over the summer. There was discussion about the demographics of teens attending programs. There was discussion about incorporating popular book series into programming.

### **Grants Update**

Director Wiley reported the Friends of the Roseburg Public Library received a \$38,000 grant from The Ford Family Foundation to enable the launch of Dolly Parton's Imagination Library in the Roseburg, Glide, and Idleyld Park communities. Librarian Oberg is planning launch parties, and the Friends group is researching how best to accept credit cards for donations to the program. Additional grant applications are pending with the Cow Creek Foundation and Oregon Community Foundation.

### **Other**

Commissioner Elder stated she would like to take photos at the Imagination Library events.

Commissioner Elder asked to revisit the policy updates. She asked whether teachers and media center staff are checking out items for their classrooms. Commissioner Harvey stated that this occurs. Commissioner Elder stated that having more adults supporting children's reading is important, and she asked whether the Commissioners saw a benefit to extending free library cards to all school staff. Commissioner Harvey stated that the Commission discussed this and that perhaps those privileges can be extended after a year if there is capacity.

**ADJOURNMENT:**

The meeting adjourned at 5:14 p.m. The next meeting is scheduled for Tuesday, October 15, 2019, 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:** October 15, 2019

**Department:** Library

***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 October 15, 2019.

### BACKGROUND

#### Discussion items.

The following are the discussion items on your agenda:

- A. **Maker Space Policy, Use Agreement Form, and Fees** – The Library is preparing to implement a maker space that will include a 3D printer, button maker, and sewing machine. To prepare for the maker space, a policy and use agreement form have been drafted and are presented to the Library Commission for review and discussion. Neither requires a motion. The City will implement the Administrative Rule process for the policy, which will include a 30-day public notice. Comments will be reviewed, and the City Manager has the authority to sign the policy into effect thereafter. The fees are to ensure the cost of supplies is covered; the maker space is not a revenue-generating program.
  
- B. **Library Use Assessment Survey** – Library staff plans to develop and implement a five-year strategic plan by August 1, 2020. An important initial step is to survey the community on how the Library is perceived; how community members use the library or why they don't use the library; what community members would like the Library to provide; etc. The survey is provided to the Library Commission for review and discussion.

#### Business From the Commission.

Commissioner Guyer requested that the Commission discuss the option of providing institutional cards to entities such as preschools. An institutional card would allow for items to be checked out to an organization rather than an individual. The current Circulation Policy, a copy of which is included, does not provide for this option.

### ATTACHMENTS

- #1 Maker Space Policy
- #2 Maker Space Use Agreement
- #3 Maker Space Fees
- #4 Library Use Assessment Survey

## **MAKER SPACE POLICY**

In addition to Roseburg Public Library's Rules of Conduct policy, the following rules apply to the Maker Space:

- Food is not allowed.
- Beverages must be in a covered container.
- Violation of copyright laws is prohibited.
- Children under the age of 10 must be accompanied by an adult at all times.
- The equipment may not be used in a way different from the intended purpose.
- Equipment must be returned to its proper location and left in good condition. Any issues with equipment must be reported to staff immediately.
- Patrons are responsible for following all safety guidelines when using Library equipment.
- Patrons are responsible for damage they cause to Library materials, facilities, and equipment.
- Patrons are responsible to pay for consumable supplies (including, but not limited to, filament for 3D prints or bobbins for sewing) used during their time in the Maker Space.
- Equipment is available on a first-come, first-served basis.
- Patrons may make a maximum of ten (10) buttons during one maker space session.

Roseburg Public Library is not responsible for any manufacturing defects or the quality of workmanship produced using any of the materials, tools, or equipment provided.

In case any claim, action, or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of Maker Space use by the user or arising from any act or omission of the user or the attendees and the user shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the user, by counsel of City's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.26030.300 and the Oregon Constitution.

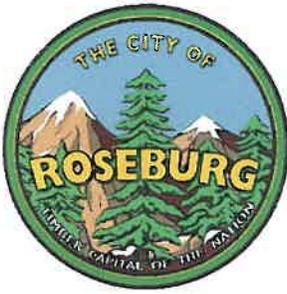
By virtue of allowing use of a room, the City is not a partner or joint venturer with, or agent of, the user in connection with the activity carried on during use of the room.

The Maker Space is provided in "as is" condition and order. During use of the room, the user must maintain and secure the room in good, clean, and safe condition. Before

leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately before commencement of use. Upon expiration of allotted time for use of room, users must peaceably and quietly quit and surrender the room in as good a condition as found. All extra materials must be removed.

The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of Maker Space use or out of the use of any other City property associated with Maker Space use. The City shall in no event be liable for any loss or damage suffered or incurred by the user for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the Maker Space.



# ROSEBURG PUBLIC LIBRARY

1409 NE Diamond Lake Blvd., Suite 100 | Roseburg, OR 97470

## MAKER SPACE USE AGREEMENT

In consideration of being allowed to participate in Maker Space activities organized and conducted by Roseburg Public Library, I, or my minor child (hereby known as "I"), acknowledge and agree as follows:

Maker Space activities may be supervised and include instruction and the use of equipment and/or tools necessary for the activity. Incidents may result from failure or improper use of the equipment and/or tools. I understand that there are inherent risks and hazards in these activities and the environment in which they are conducted, and that these risks and hazards cannot be eliminated without significantly changing the nature of the activities.

By signing this document below, I agree to the following:

### **Acknowledgment and Assumption of All Risks**

I acknowledge and assume all risks of the activities and the environment in which they are conducted.

### **Indemnity Agreement**

I agree to defend, indemnify, and hold harmless the City of Roseburg, its officers, agents, and employees from and against any and all claims for injury or damage arising out of or in any way related to my participation in Maker Space activities.

### **Other**

I authorize City of Roseburg to provide or obtain medical care for me in the event of an incident requiring medical attention, and I further authorize City of Roseburg to exchange information with any third-party medical caregiver regarding my medical history or condition as may be deemed important to my care.

I agree that I will follow all Maker Space, Meeting Room, and Rules of Conduct policies, copies of which are available in the Maker Space area, at the main desk, and online at [www.roseburgpubliclibrary.org](http://www.roseburgpubliclibrary.org).

Should any part of this agreement be deemed not enforceable by a Court of competent authority, the remainder of the agreement shall nevertheless remain in full force and effect.

\_\_\_\_\_  
Name of Participant (please print)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent or Guardian (if participant is under the age of 18)

\_\_\_\_\_  
Date

**MAKER SPACE FEES**

Bobbin - \$0.50/each

3D printer filament - \$0.05/gram

1 inch button - \$0.10/each

2 1/4 inch button - \$0.15/each

## **Roseburg Public Library Use Assessment Survey - DRAFT**

Help the library by providing valuable feedback! Your responses will help guide the library's future plans and endeavors.

### **1. Why do you use the library? Check all that apply.**

- Check out materials
- Identify community resources
- Learn new skills
- Research
- Use computers/wifi
- Attend adult programs
- Attend teen programs
- Attend children's programs
- Have questions answered by staff
- Use meeting rooms
- Read daily newspapers/browse magazines
- Use quiet spaces for reading/work/relaxing
- Printing
- Other:

### **2. How often do you use the library?**

- Daily
- Weekly
- Monthly
- Annually
- I don't use the library.
- Other:

### **3. Do you have a library card?**

- Yes
- No

### **4. What (if anything) prevents you from using the library? Check all that apply.**

- Library's hours don't fit my schedule
- I get what I need elsewhere
- Busy schedule
- I can't easily get to the library
- It's overwhelming; I could use more orientation.
- Not enough seating
- Customer service
- Choice of materials
- Program options don't interest me
- Noise level
- I use the library as often as I care to
- Other:

**5. What (if anything) prevents you from attending more library programs? Check all that apply.**

- Programs aren't held at times that I can attend
- Programs aren't relevant to me
- I don't know where to find information about upcoming programs
- Busy schedule
- I can't easily get to the library
- I attend library programs as often as I need to
- Other:

**6. What types of library opportunities do you prefer? Check all that apply.**

- Lectures
- Hands-on workshops
- One-on-one assistance
- Discussion groups
- Music programs
- Art programs
- Author visits
- Storytime
- Other:

**7. What would you appreciate more help with at the library? Check all that apply.**

- Using the catalog
- Using Overdrive and/or cloudLibrary ebooks platforms
- Accessing the building
- Finding a book
- Book recommendations
- Checking in/out materials
- Putting holds on materials
- Navigating the library's website
- Using the Internet
- Other:

**8. What information/programs/services do you want Roseburg Public Library to provide for the community? Check all that apply.**

- Homework help/tutoring
- Research help
- Technology help/classes
- Volunteer opportunities
- Business resources
- Meeting spaces
- Community resource information
- Educational programs/lectures (for example, the College in the Community Lecture Series)
- Adult literacy
- Early literacy (for example, storytimes)

English as a Second Language programs  
Government information  
Writing help  
Employment assistance (for example, resume workshops)  
Language learning programs  
Health information  
Self-publishing programs  
Maker Space  
Music programs  
Arts & crafts  
Other:

**9. Which library programs or services have you heard of before today? Check all that apply.**

Internet access  
Ebooks (Overdrive and cloudLibrary)  
Storytimes  
Summer Reading Program  
Microfilm access  
Silent Book Group  
Family Movie Night  
Lego Free Play  
Imagination Library  
Author visits  
College in the Community lecture series  
Teen programs  
Other:

**10. How do you learn about library services/programs? Check all that apply.**

Word-of-mouth  
Internet search  
Facebook  
Instagram  
Radio  
Newspaper  
Library website  
Posters/signs in library  
Library staff and volunteers  
Other:

**11. How would you like to communicate with library staff? Check all that apply.**

Come in and talk with staff  
Comment cards  
Email  
Social media (Facebook and Instagram)  
Phone

Text  
Chat services (for example, Skype)  
Library website  
I don't want to communicate with library staff.  
Other:

**12. What are your preferred formats for library materials? Check all that apply.**

Books  
Audiobooks  
DVDs  
Digital audiobooks (Overdrive, cloudLibrary)  
Digital books (Overdrive, cloudLibrary)  
I don't check out library materials.

**13. What areas do you think need more material? Check all that apply.**

General nonfiction  
General fiction  
Mystery  
Science fiction  
Romance  
Western  
Religion/philosophy  
History  
Arts/culture  
Science/technology  
Health/medicine  
Travel  
Self-help  
Biography  
Young adult books  
Large print books  
Magazines/newspapers  
Children's books  
Audiobooks  
DVDs  
Other:

**14. Evaluate the following about the children's room:**

(Options are Poor, Fair, Satisfactory, Good, Excellent, N/A)

Overall experience  
Customer service  
Space  
Materials (books, DVDs, audiobooks, magazines)  
Storytimes and other programs  
Play areas (Lego table, puzzles, other toys)  
Computers

Furniture

**15. Evaluate the following about the library:**

(Options are Poor, Fair, Satisfactory, Good, Excellent, N/A)

Overall experience

Customer service

Variety of materials

Quality of programs

Furniture

Materials (Books, Audiobooks, DVDs)

Space

Computers

Meeting rooms

**16. Evaluate the following about the teen area:**

(Options are Poor, Fair, Satisfactory, Good, Excellent, N/A)

Overall experience

Space

Materials (books, magazines, DVDs)

Computers

Furniture

**17. To which gender do you most identify?**

Male

Female

Non-binary

Not listed

Decline to answer

**18. What is your age?**

Under 18

18 to 24

25 to 34

35 to 44

45 to 54

55 to 64

65 to 74

75 or over

Decline to answer

**19. What is your zip code?**

97470

97471

97443

97477

97457

97462

97479

97481

97486

97496

Decline to answer

Other:

**20. How many people live in your household?**

0

1

2

3

4 or more

Decline to answer

**21. What do you think the library is doing well? Feel free to be as broad or specific as you wish.**

**22. What do you think the library needs to work on? Feel free to be as broad or specific as you wish.**

**23. What role do you think the library should play in the community? Feel free to be as broad or specific as you wish.**

Thank you for your feedback!

## **CIRCULATION POLICY**

Roseburg Public Library welcomes all individuals to use collections and services within the library. Individuals who wish to borrow materials may register for a library card according to the following rules:

### **RESIDENT LIBRARY CARD**

Resident library cards are free to all residents of the City of Roseburg. These cards are renewable annually.

Residents ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence.

Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residency. Parents or guardians are responsible for any charges incurred as the result of the use of a child's card. Residents of group homes who are under the age of 18 must have a supervisor present in order to obtain a library card; the supervisor must sign the application form as the responsible adult for a card to be issued.

Acceptable forms of proof of identification and residency include but are not limited to the following:

- Driver's license or other valid government issued photo identification
- Passport
- County tax bill
- Student ID card with photo
- Mortgage agreement, lease or rent receipt
- Voter registration card
- Piece of mail with current postmark that includes name and address
- Utility bill with address

There is a fee for replacing a library card that has been lost or damaged beyond use.

### **NON-RESIDENT LIBRARY CARD**

Non-resident library cards are available to persons living outside of the City of Roseburg. These cards are renewable annually. Non-residents ages 18 and older must provide photo identification and proof of residence; non-residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residence.

There is an annual fee to obtain a non-resident card. Every person in one household may share one library card for the single fee. "Household" means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.

There is a fee for replacing a library card that has been lost or damaged beyond use.

#### TRANSITIONAL LIBRARY CARD

Residents of the City of Roseburg without a permanent address may obtain a transitional library card. These cards are renewable every 90 days. Residents ages 18 and older may register for a transitional library card by presenting a completed library card application with photo identification. Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification to obtain a transitional library card.

There is a fee for replacing a library card that has been lost or damaged beyond use.

#### STUDENT LIBRARY CARD

Student library cards are free to youth age 0 through high school graduation who reside or attend school within the geographical boundaries of the Roseburg Public School District. These cards are renewable every year. Students ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence. Youth ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residence to obtain a library card.

There is a fee for replacing a library card that has been lost or damaged beyond use.

#### TEACHER LIBRARY CARD

Teacher library cards are free to full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed at public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. Eligible recipients must show a school badge or ID and proof of residence to receive a card that is renewable annually.

There is a fee for replacing a library card that has been lost or damaged beyond use.

#### RIGHTS AND RESPONSIBILITIES

Roseburg Public Library patrons are responsible for all materials checked out on their library card. Parents are responsible for all materials checked out on their minor child's card. Patrons are responsible for ensuring that materials borrowed on their card are returned on time and in good condition.

If a card is lost or stolen, the patron is responsible for all items checked out before the date the theft or loss is reported directly to a library staff person.

#### LOAN PERIODS AND RENEWALS

All Roseburg Public Library materials circulate for 21 days, except for DVDs, which circulate for seven days. Materials obtained through interlibrary loan (ILL) circulate according to the lending library's policy.

Materials may be renewed at the library, over the phone, or by logging into the patron's account online. Most materials are renewable for two additional borrowing periods. Exceptions include items that are on hold for another patron.

#### CHECKOUT LIMITS

A valid library card is required to check out items from the library. Patrons who have resident, non-resident, or teacher cards may borrow up to 50 items simultaneously on one card with the exception of DVDs, which are limited to five items simultaneously. Patrons who have transitional cards may borrow up to five items, including one DVD, simultaneously. Patrons who have student cards may borrow up to 10 items, including one DVD, simultaneously.

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A parent or legal guardian may limit the number of items his/her minor child may have checked out at one time. These limits shall apply to local holdings as well as those requested via interlibrary loan (ILL). Library staff will attempt to honor those restrictions when technologically feasible.

#### HOLDS

Patrons may place a hold request on items that circulate; exceptions include reference materials such as rare or historically significant items. Patrons may place hold requests by logging into their online account or in person at the library. Patrons who have resident, non-resident, or teacher cards may have a maximum of 25 items on hold simultaneously regardless of material type or format. Patrons who have student cards may have a maximum of 10 items on hold simultaneously regardless of material type or format.

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Patrons will be notified that a hold is awaiting pickup, and they will have one week to check out the item before it is returned to circulation.

Patrons who have transitional cards may not place items on hold.

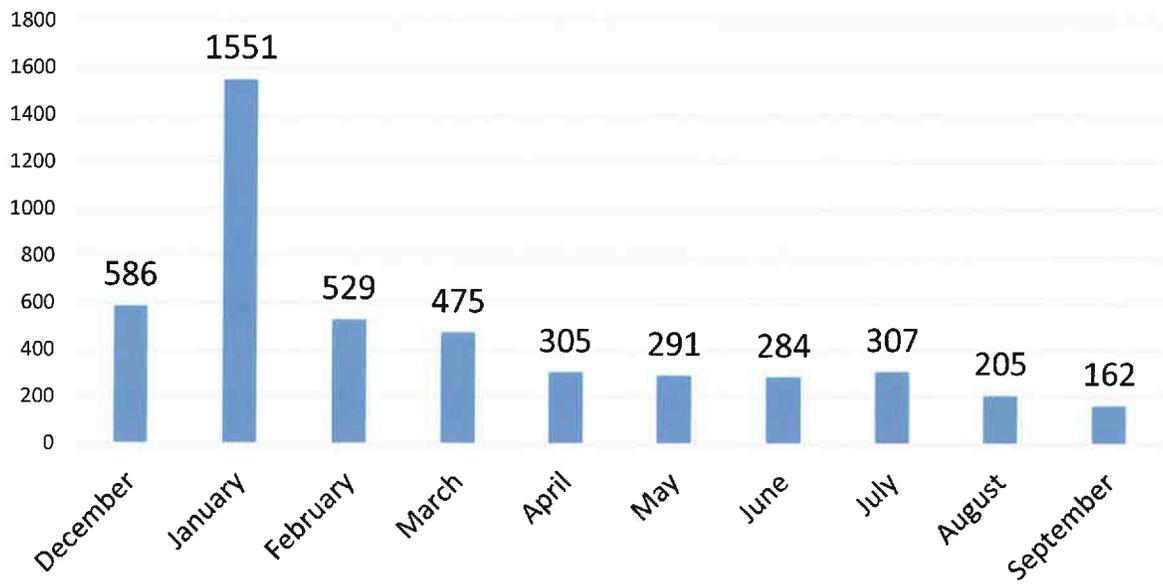
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#### RESTRICTIONS AND FEES

Patrons with an item overdue at least 14 days, or with fees of more than \$25, will be blocked from checking out additional materials. The library will send patrons a bill for the replacement cost of an item plus a processing fee after 30 days. There are no refunds if the material is returned after the bill has been paid.

Patrons will be charged for damaged materials that no longer can be circulated; a processing fee will be included.

### New Users

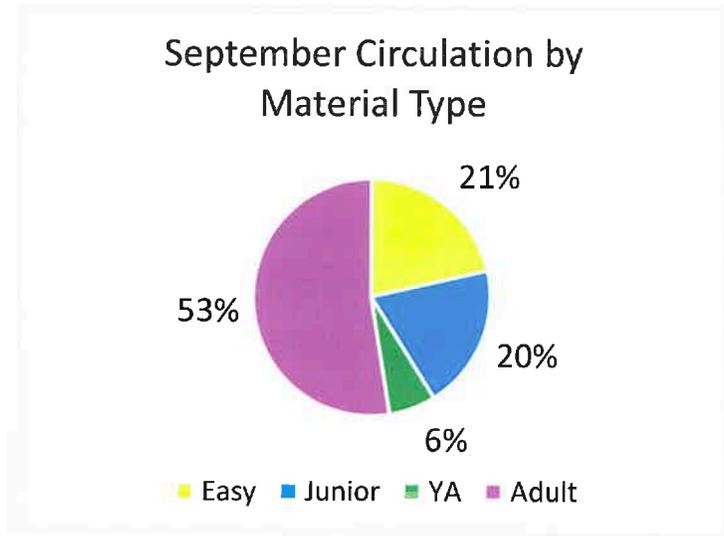


### Physical Materials Checkouts



1 - Unassigned	4
2 - Adult Audiobook	210
3 - Adult DVDs	536
4 - Adult Fiction	1037
5 - Adult Graphic Novel	35
6 - Adult Nonfiction	612
7 - Board Book	112
8 - Book-Disc	5
9 - Children's Audiobook	93
10 - Children's DVD	177
11 - Children's Graphic Novel	3
12 - Children's Reference	3
15 - ER-Phonics	0
16 - Fantasy	3
17 - Foreign Language F/NF	8
19 - Junior Fiction	547
20 - Junior Graphic Novel	126
21 - Junior Nonfiction	335
22 - Large Print	151
23 - Magazine	13
25 - Mystery	695
30 - Oversize	3
33 - Parenting	3
34 - Picture Book	853
35 - Prof Collection	54
36 - Reader	359
37 - Reference	1
39 - Science Fiction	67
42 - Western	51
44 - Young Adult Audiobook	18
45 - Young Adult DVD	107
46 - Young Adult Fiction	194
47 - Young Adult Graphic Novel	68
48 - Young Adult Nonfiction	30
None/On-the-fly	7
<b>TOTAL</b>	<b>6520</b>

Easy	Junior	YA	Adult
21%	20%	6%	53%
1396	1278	417	3429

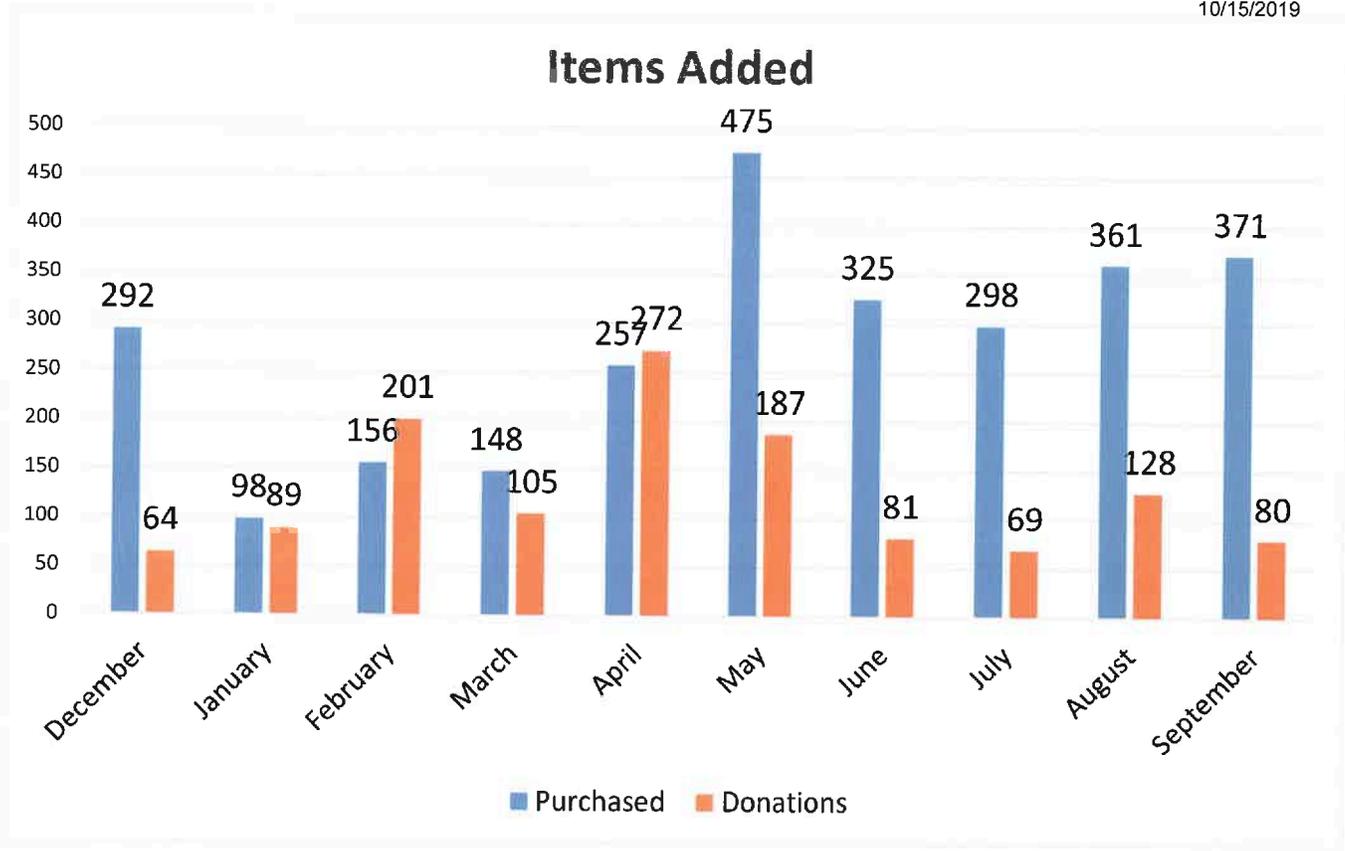


**NEW Items Snapshot - October 7, 2019**

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	2713	1270	46.81%
Picture Books	338	196	57.99%
Adult Fiction	550	326	59.27%
YA Fiction	367	34	9.26%

Circulation Snapshot - October 7, 2019

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	34	0	3	8.8
2 - Adult Audiobook	1698	2.2	195	11.5
3 - Adult DVDs	1916	2.5	207	10.8
4 - Adult Fiction	14093	18.5	851	6
5 - Adult Graphic Novel	442	0.6	33	7.5
6 - Adult Nonfiction	18130	23.7	695	3.8
7 - Board Book	202	0.3	83	41.1
8 - Book-Disc	37	0	2	5.4
9 - Children's Audiobook	581	0.8	93	16
10 - Children's DVD	588	0.8	126	21.4
11 - Children's Graphic Novel	59	0.1	2	3.4
12 - Children's Reference	177	0.2	1	0.6
14 - Equipment	9	0	0	0
15 - ER-Phonics	0	0	0	0
16 - Fantasy	27	0	6	22.2
17 - Foreign Language F/NF	842	1.1	15	1.8
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4417	5.8	709	16.1
20 - Junior Graphic Novel	518	0.7	112	21.6
21 - Junior Nonfiction	8423	11	409	4.9
22 - Large Print	1600	2.1	96	6
23 - Magazine	2666	3.5	8	0.3
24 - Map	0	0	0	0
25 - Mystery	5298	6.9	480	9.1
27 - Newspaper	17	0	0	0
30 - Oversize	219	0.3	1	0.5
31 - Pamphlet	9	0	0	0
32 - PAPER	8	0	0	0
33 - Parenting	57	0.1	3	5.3
34 - Picture Book	3596	4.7	831	23.1
35 - Prof Collection	433	0.6	43	9.9
36 - Reader	1459	1.9	377	25.8
37 - Reference	873	1.1	2	0.2
39 - Science Fiction	1361	1.8	63	4.6
40 - Software	13	0	0	0
42 - Western	798	1	26	3.3
43 - XX	222	0.3	0	0
44 - Young Adult Audiobook	254	0.3	20	7.9
45 - Young Adult DVD	286	0.4	47	16.4
46 - Young Adult Fiction	3115	4.1	295	9.5
47 - Young Adult Graphic Novel	653	0.9	77	11.8
48 - Young Adult Nonfiction	1090	1.4	23	2.1
49 - Young Adult Reference	0	0	0	0
50 - OTAP	97	0.1	0	0
<b>Total</b>	<b>76344</b>		<b>5934</b>	<b>7.8</b>



**Total value added to collection**

December - \$6688.26

January - \$3943.10

February - \$4917.35

March - \$4375.81

April - \$10,202.53

May - \$24,432.09

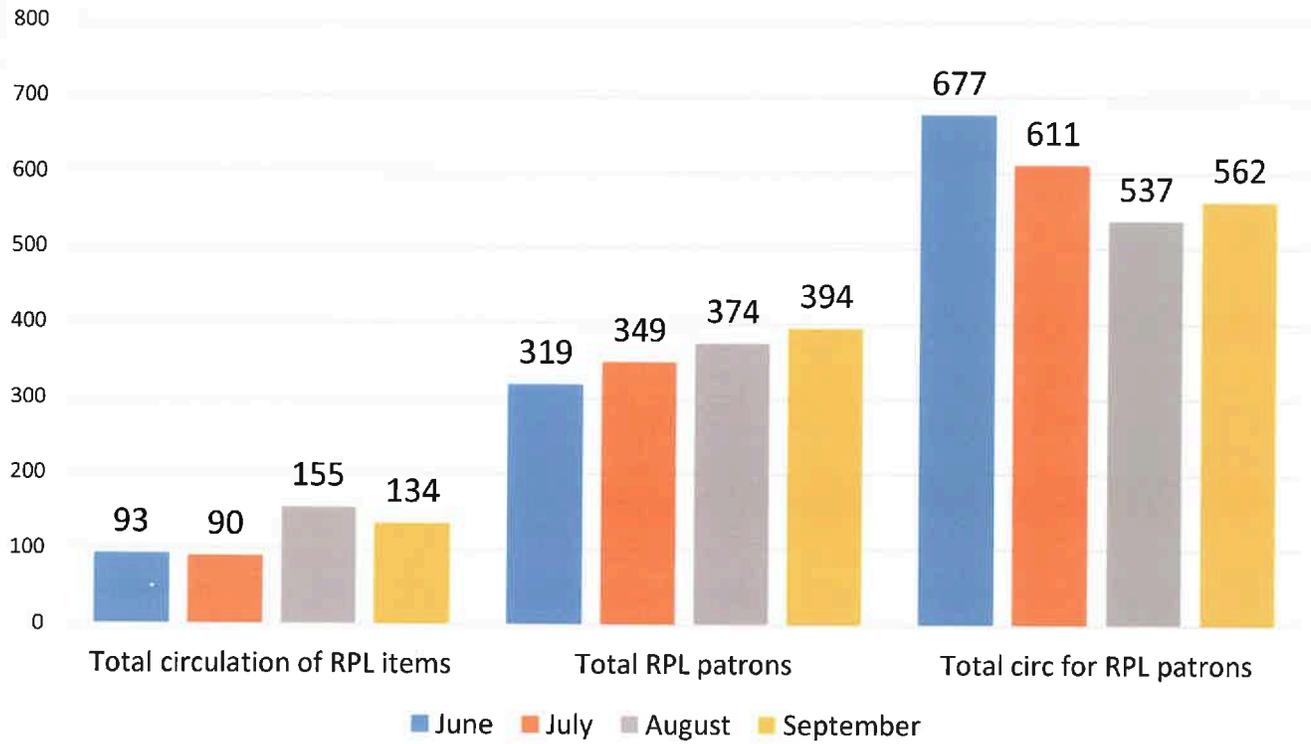
June - \$16,340.34

July - \$6054.13

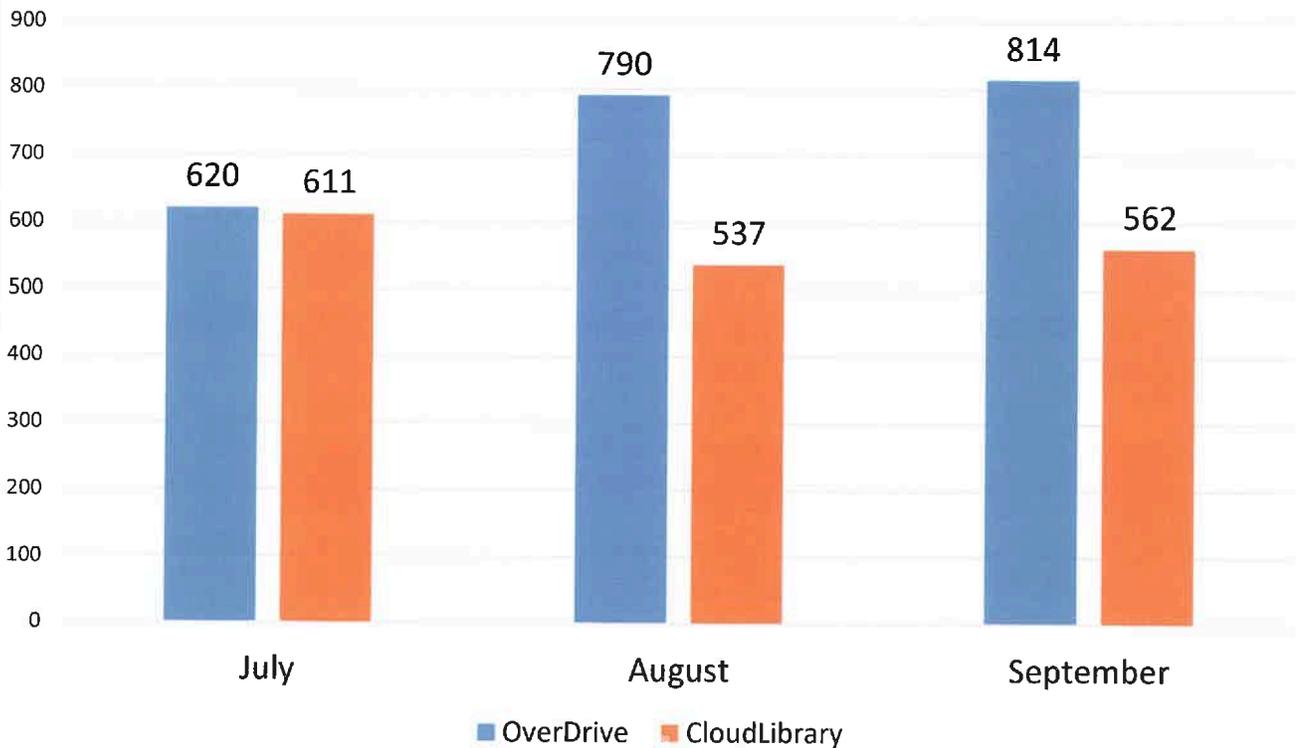
August - \$8735.94

September - \$8449.34

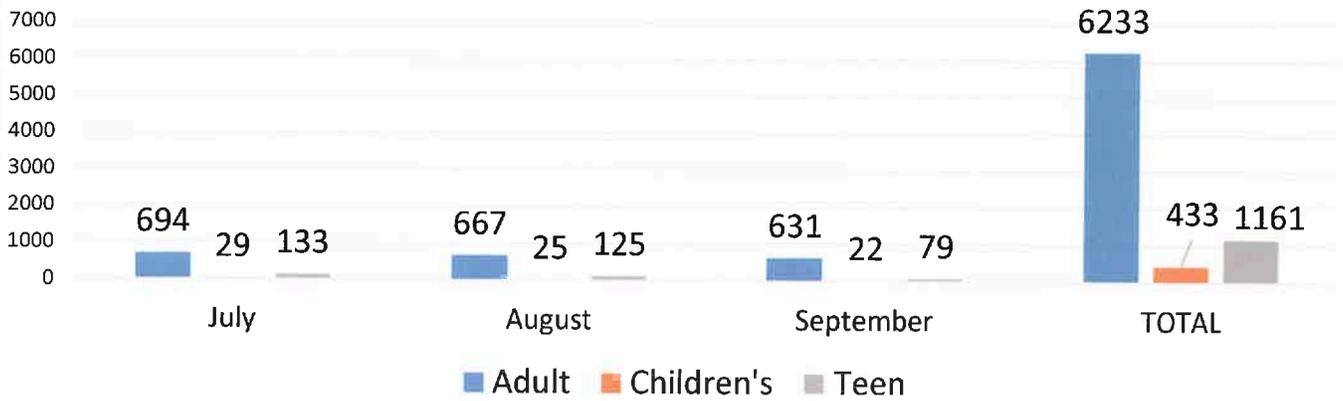
### cloudLibrary e-materials



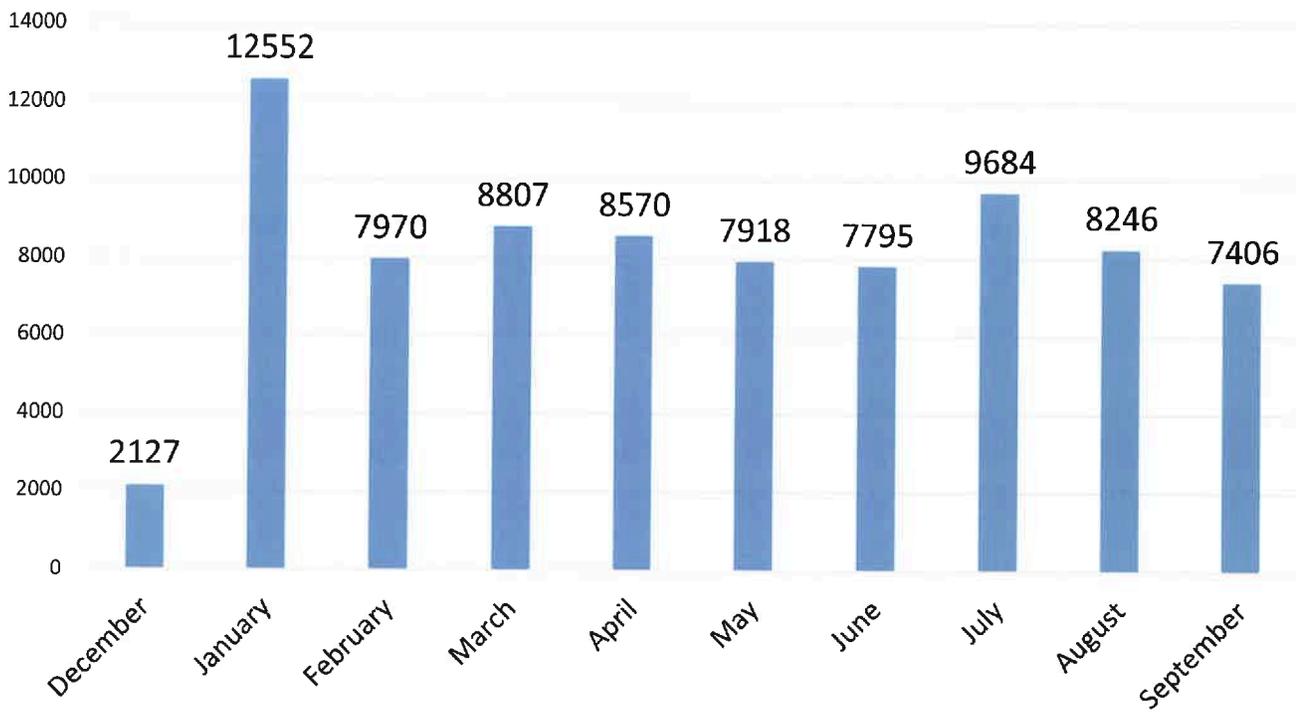
### OverDrive vs. cloudLibrary Circulation

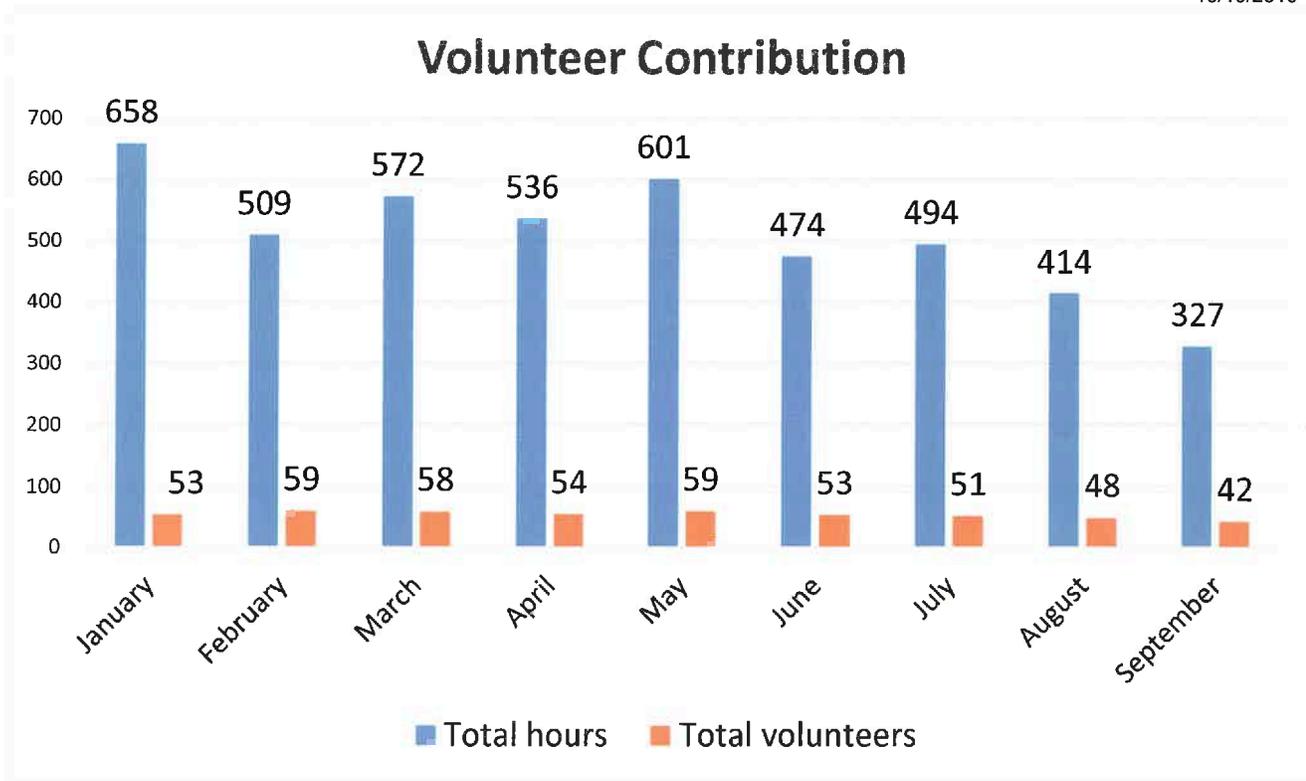


### Total Computer Sessions by Area



### Door Count





#### Children's Programs

Date		Attendance	Partner (if applicable)
9/21/2019	Surgical Robot	228	CHI Mercy
9/26/2019	Family Movie Night	7	
<b>TOTAL</b>		<b>235</b>	

#### Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
9/5/2019	Author Jane Kirkpatrick	70	
9/11/2019	Arts Connection library tour	6	
9/12/2019	Author Jody Seay	22	
9/13/2019	UCC Conference on Extraordinary Living	6	
9/19/2019	College in the Community	25	
9/24/2019	Silent Book Group	6	
<b>TOTAL</b>		<b>135</b>	

Library Card Sponsorship Program  
Number of cards issued – 41