ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, October 15, 2019

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: 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
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.
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

3 Roseburg Library Commission 9/17/2019
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 e-materials 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 storyline 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
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.
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.

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
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
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.

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.

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.

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 Items Snapshot - October 7, 2019

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Total number</th>
<th>Number Checked Out</th>
<th>Percentage Checked Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW Items</td>
<td>2713</td>
<td>1270</td>
<td>46.81%</td>
</tr>
<tr>
<td>Picture Books</td>
<td>338</td>
<td>196</td>
<td>57.99%</td>
</tr>
<tr>
<td>Adult Fiction</td>
<td>550</td>
<td>326</td>
<td>59.27%</td>
</tr>
<tr>
<td>YA Fiction</td>
<td>367</td>
<td>34</td>
<td>9.26%</td>
</tr>
</tbody>
</table>

**September Circulation by Material Type**

- Easy: 21%
- Junior: 20%
- YA: 6%
- Adult: 53%

- Easy: 53%
- Junior: 20%
- YA: 6%
- Adult: 21%
<table>
<thead>
<tr>
<th>Type</th>
<th>Holdings</th>
<th>% of Holdings</th>
<th>Out</th>
<th>% Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Unassigned</td>
<td>34</td>
<td>0</td>
<td>3</td>
<td>8.8</td>
</tr>
<tr>
<td>2 - Adult Audiobook</td>
<td>1698</td>
<td>2.2</td>
<td>195</td>
<td>11.5</td>
</tr>
<tr>
<td>3 - Adult DVDs</td>
<td>1916</td>
<td>2.5</td>
<td>207</td>
<td>10.8</td>
</tr>
<tr>
<td>4 - Adult Fiction</td>
<td>14093</td>
<td>18.5</td>
<td>851</td>
<td>6</td>
</tr>
<tr>
<td>5 - Adult Graphic Novel</td>
<td>442</td>
<td>0.6</td>
<td>33</td>
<td>7.5</td>
</tr>
<tr>
<td>6 - Adult Nonfiction</td>
<td>18130</td>
<td>23.7</td>
<td>695</td>
<td>3.8</td>
</tr>
<tr>
<td>7 - Board Book</td>
<td>202</td>
<td>0.3</td>
<td>83</td>
<td>41.1</td>
</tr>
<tr>
<td>8 - Book-Disc</td>
<td>37</td>
<td>0</td>
<td>2</td>
<td>5.4</td>
</tr>
<tr>
<td>9 - Children's Audiobook</td>
<td>581</td>
<td>0.8</td>
<td>93</td>
<td>16</td>
</tr>
<tr>
<td>10 - Children's DVD</td>
<td>588</td>
<td>0.8</td>
<td>126</td>
<td>21.4</td>
</tr>
<tr>
<td>11 - Children's Graphic Novel</td>
<td>59</td>
<td>0.1</td>
<td>2</td>
<td>3.4</td>
</tr>
<tr>
<td>12 - Children's Reference</td>
<td>177</td>
<td>0.2</td>
<td>1</td>
<td>0.6</td>
</tr>
<tr>
<td>14 - Equipment</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15 - ER-Phonics</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>16 - Fantasy</td>
<td>27</td>
<td>0</td>
<td>6</td>
<td>22.2</td>
</tr>
<tr>
<td>17 - Foreign Language F/NF</td>
<td>842</td>
<td>1.1</td>
<td>15</td>
<td>1.8</td>
</tr>
<tr>
<td>18 - Govdoc</td>
<td>27</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>19 - Junior Fiction</td>
<td>4417</td>
<td>5.8</td>
<td>709</td>
<td>16.1</td>
</tr>
<tr>
<td>20 - Junior Graphic Novel</td>
<td>518</td>
<td>0.7</td>
<td>112</td>
<td>21.6</td>
</tr>
<tr>
<td>21 - Junior Nonfiction</td>
<td>8423</td>
<td>11</td>
<td>409</td>
<td>4.9</td>
</tr>
<tr>
<td>22 - Large Print</td>
<td>1600</td>
<td>2.1</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>23 - Magazine</td>
<td>2666</td>
<td>3.5</td>
<td>8</td>
<td>0.3</td>
</tr>
<tr>
<td>24 - Map</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>25 - Mystery</td>
<td>5298</td>
<td>6.9</td>
<td>480</td>
<td>9.1</td>
</tr>
<tr>
<td>27 - Newspaper</td>
<td>17</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>30 - Oversize</td>
<td>219</td>
<td>0.3</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>31 - Pamphlet</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>32 - PAPER</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>33 - Parenting</td>
<td>57</td>
<td>0.1</td>
<td>3</td>
<td>5.3</td>
</tr>
<tr>
<td>34 - Picture Book</td>
<td>3596</td>
<td>4.7</td>
<td>831</td>
<td>23.1</td>
</tr>
<tr>
<td>35 - Prof Collection</td>
<td>433</td>
<td>0.6</td>
<td>43</td>
<td>9.9</td>
</tr>
<tr>
<td>36 - Reader</td>
<td>1459</td>
<td>1.9</td>
<td>377</td>
<td>25.8</td>
</tr>
<tr>
<td>37 - Reference</td>
<td>873</td>
<td>1.1</td>
<td>2</td>
<td>0.2</td>
</tr>
<tr>
<td>39 - Science Fiction</td>
<td>1361</td>
<td>1.8</td>
<td>63</td>
<td>4.6</td>
</tr>
<tr>
<td>40 - Software</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>42 - Western</td>
<td>798</td>
<td>1</td>
<td>26</td>
<td>3.3</td>
</tr>
<tr>
<td>43 - XX</td>
<td>222</td>
<td>0.3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>44 - Young Adult Audiobook</td>
<td>254</td>
<td>0.3</td>
<td>20</td>
<td>7.9</td>
</tr>
<tr>
<td>45 - Young Adult DVD</td>
<td>286</td>
<td>0.4</td>
<td>47</td>
<td>16.4</td>
</tr>
<tr>
<td>46 - Young Adult Fiction</td>
<td>3115</td>
<td>4.1</td>
<td>295</td>
<td>9.5</td>
</tr>
<tr>
<td>47 - Young Adult Graphic Novel</td>
<td>653</td>
<td>0.9</td>
<td>77</td>
<td>11.8</td>
</tr>
<tr>
<td>48 - Young Adult Nonfiction</td>
<td>1090</td>
<td>1.4</td>
<td>23</td>
<td>2.1</td>
</tr>
<tr>
<td>49 - Young Adult Reference</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>50 - OTAP</td>
<td>97</td>
<td>0.1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>76344</strong></td>
<td><strong>5934</strong></td>
<td><strong>7.8</strong></td>
<td></td>
</tr>
</tbody>
</table>
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
Total Computer Sessions by Area

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Children's</th>
<th>Teen</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>694</td>
<td>29</td>
<td>133</td>
</tr>
<tr>
<td>August</td>
<td>667</td>
<td>25</td>
<td>125</td>
</tr>
<tr>
<td>September</td>
<td>631</td>
<td>22</td>
<td>79</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>6233</td>
<td></td>
</tr>
</tbody>
</table>

Door Count

- December: 2127
- January: 12552
- February: 7970
- March: 8807
- April: 8570
- May: 7918
- June: 7795
- July: 9684
- August: 8246
- September: 7406
### Children's Programs

<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
<th>Attendance</th>
<th>Partner (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/21/2019</td>
<td>Surgical Robot</td>
<td>228</td>
<td>CHI Mercy</td>
</tr>
<tr>
<td>9/26/2019</td>
<td>Family Movie Night</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>235</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Adult Programs

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

Library Card Sponsorship Program
Number of cards issued – 41