



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, November 19, 2019**

Handwritten initials in blue ink.

**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. October 15, 2019

IV. DISCUSSION ITEMS

A. Strategic Planning Committee

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: December 17, 2019, in Ford Room at Roseburg Public Library

VII. INFORMATIONAL

- A. Monthly Statistics
- B. Programming
- C. Library Use Assessment Survey Update
- D. Maker Space Update
- E. 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
October 15, 2019**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on October 15, 2019, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon.

INTRODUCTIONS

Chair Prawitz introduced City Manager Nikki Messenger.

ROLL CALL:

Present: Chair Brian Prawitz, Commissioners Marcy Belzner, Francesca Guyer, Theresa Lundy, Mandy Elder, Laura Harvey

Absent: Commissioner Kelly Peter

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Oberg, RARE AmeriCorps Participant Katie Fischer, City Manager Nikki Messenger, City Recorder Amy Sowa

Others Present: None

APPROVAL OF MINUTES:

Commissioner Elder requested her comment about previous discussion be struck from the minutes. Commissioner Lundy moved to approve the September 17, 2019, minutes as amended. The motion was seconded by Commissioner Guyer and approved with the following vote: Chair Prawitz and Commissioners Belzner, Guyer, Lundy, Harvey, and Elder voted yes. No one voted no.

DISCUSSION ITEMS

A. Maker Space Policy, Use Agreement Form, and Fees – Director Wiley stated that the library is preparing to implement a maker space by drafting a policy and use agreement form. Ms. Fischer stated she has been developing the process to launch monthly programming in the Deer Creek Room beginning in December. The Deer Creek Room is more private so people can learn and not feel judged. The space will be open four hours a month to start, and Ms. Fischer is working on volunteer recruitment with the intention of having volunteers staff the space in pairs for two-hour shifts. Ms. Fischer asked for suggestions for recruiting. She stated that in addition to a 3D printer, the space will have a button maker and a sewing machine because those were the three most popular items during her volunteer experience at the Eugene Public Library Maker Hub, and they provide learning opportunities for all ages and experience levels. Ms. Fischer will begin training volunteers and staff this month, and she has set up the 3D printer so it's as hands-off as possible. She will provide a basic button maker instruction guide, and she will refer users to the sewing machine's handbook for troubleshooting issues.

The Commissioners discussed educating the public ahead of time about what to expect from the maker space. Ms. Fischer stated the library will provide bobbins for sale. Ms. Fischer stated there will be a one-hour time limit for using the 3D printer, which means only small items can be printed. Ms. Wiley stated there has been no time limit set on using the sewing machine; however, there is a limit of 10 buttons per person per session.

Director Wiley stated she had a goal of creating a permanent maker space in the main area of the library, and she still is considering that, but having a pop-up location in the Deer Creek Room ensures we can launch the program and assess it. There was a discussion about ventilation requirements. Ms. Fischer stated she researched that issue, and the Deer Creek Room is big enough that additional ventilation is not required. There was a discussion about what people will be able to print, and Director Wiley stated that library staff and/or volunteers will approve all print jobs; the public will not touch the 3D printer.

Director Wiley stated that the policy and use agreement were modeled after Eugene Public Library's documentation. City Recorder Sowa stated the City will implement the Administrative Rule process for the policy, which will include a 30-day public notice.

- B. Library Use Assessment Survey – Director Wiley stated that the library plans to complete the strategic planning process this year, and the project has been assigned to Ms. Fischer. Ms. Fischer stated the survey will be a tool to help inform the strategic plan. There was discussion about the survey with several suggested changes. Director Wiley stated that the survey will be made available to the public before the next Library Commission meeting and be live for four to six weeks.

AUDIENCE PARTICIPATION:

None.

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.

Commissioner Guyer stated that the County library provided an institutional card option, and after the last Library Commission meeting, in which there was discussion about providing cards to teachers and how best to serve as many students as possible, she discussed with Director Wiley the institutional card option. This could provide resources to preschools that fall in the school district boundaries. Generally, someone would need to monitor the card, and in the past a financial person at the institution has been required to sign the application form. Institutional cards provide one card per location. There was a discussion about who would be eligible (for example, state-licensed preschools).

Director Wiley stated that she is reluctant to provide institutional cards because in her experience there is a lack of accountability. Staff changes, and it can be difficult to know who is responsible for the card and the checked-out materials.

Commission members agreed that there is an ongoing interest in ensuring preschool students have access to materials. As Library Oberg connects with preschools, she will discuss their needs with teachers and staff.

NEXT MEETING DATE:

Tuesday, November 19, 2019, in the Ford Room at Roseburg Public Library

INFORMATIONAL:**Monthly Statistics**

Director Wiley presented the monthly statistics; she reported that circulation was lower, likely because of the end of the Summer Reading Program and the break from youth programming. Ematerials usage seems to have plateaued with OverDrive continuing to outpace cloudLibrary. There were 7896 total items checked out in September, and 17 percent were ematerials.

Public Library Standards Update

Director Wiley shared the Public Library Standards document developed by the Oregon Library Association. She stated there are several areas on which the library will focus over the next year: completing a strategic plan, diversity and community outreach, and technology and digital content. She stated that much of that work will be done through the strategic planning process. There was discussion about ways to achieve the technology component of the Standards. Ms. Wiley noted that because the Library Commission is an advisory body, some of the indicators and attributes listed in the Standards are overseen by the City Manager and City Council rather than the Commission.

Programming

Library Oberg stated about 220 people attended the surgical robot program, and the library showed a family friendly movie in September.

Director Wiley stated that the second College in the Community lecture series program is Thursday, October 17 at 6:30 p.m. The library's event planner is working on the 2020-21 series as well as programming with BlueZones. The Imagination Library launch parties are scheduled for Saturday, October 19 from 11 a.m.-1 p.m. at Roseburg Public Library and Tuesday, October 29 from 4-6 p.m. at Glide Elementary.

Commissioner Belzner stated the Friends of the Roseburg Public Library is investigating using a credit card reader for donations and book sales; however, the monthly charge has been cost prohibitive.

Grants Update

Director Wiley reported she received a letter from the Douglas County Library Foundation to apply for funding, and she intends to request money for materials. The Library's application to host the Americans and the Holocaust exhibition was denied.

Other

Commissioner Belzner stated the next Friends of the Roseburg Public Library book sale is December 5, 6, and 7 and will include better quality books.

There was discussion about outreach to local groups or individuals to help with the Maker Space, including quilting shops and the art center.

ADJOURNMENT:

The meeting adjourned at 4:53 p.m. The next meeting is scheduled for Tuesday, November 19, 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



COMMISSION AGENDA

Meeting Date: November 19, 2019
Department: Library
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date November 19, 2019.

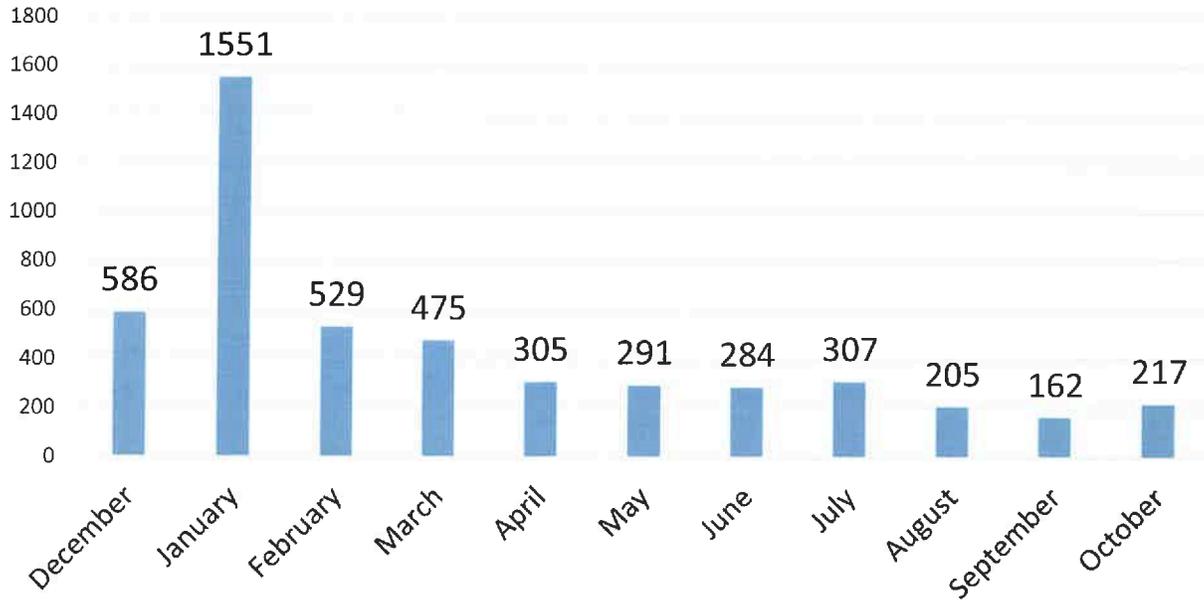
BACKGROUND

Discussion items.

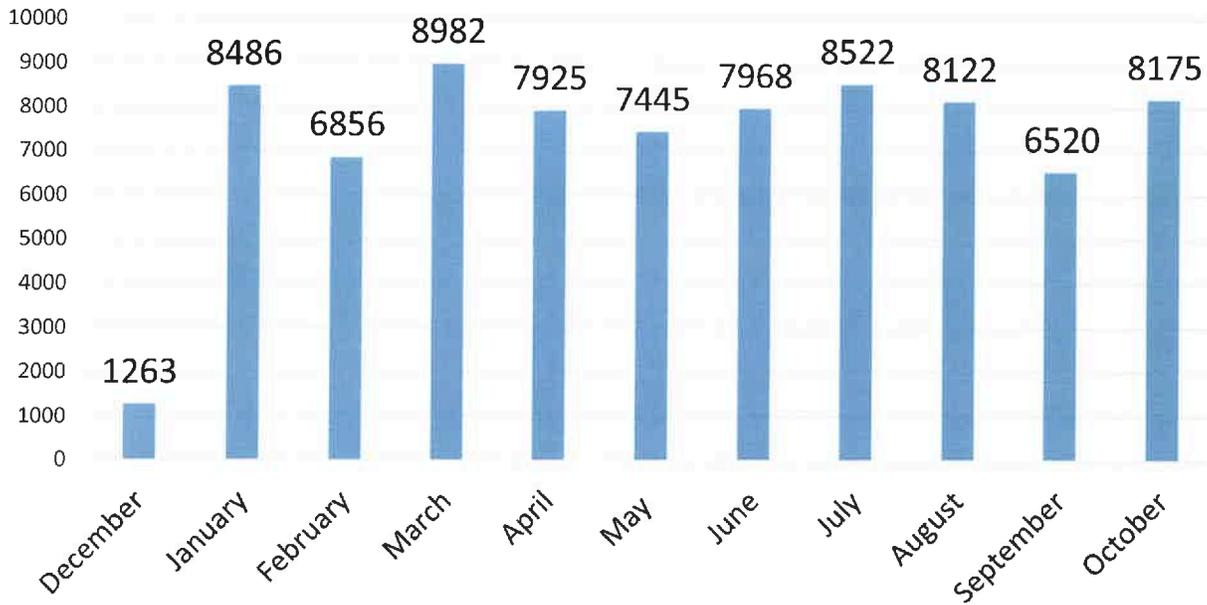
The following is the discussion item on your agenda:

- A. Strategic Planning Committee – The library will undergo a process between January and July 2020 to develop a five-year strategic plan. A strategic planning committee will be required and should be representative of the Roseburg community. RARE AmeriCorps Participant Katie Fischer will present an overview of the project and lead a discussion with the Library Commission with the goal of identifying individuals, organizations, or businesses that might be a good fit for the committee.

New Users

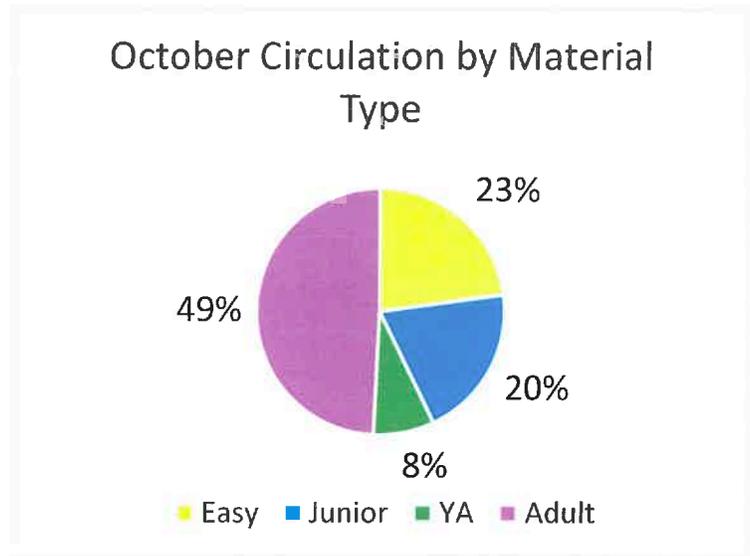


Physical Materials Checkouts



1 - Unassigned	8
2 - Adult Audiobook	320
3 - Adult DVDs	646
4 - Adult Fiction	1216
5 - Adult Graphic Novel	75
6 - Adult Nonfiction	712
7 - Board Book	145
8 - Book-Disc	1
9 - Children's Audiobook	98
10 - Children's DVD	244
11 - Children's Graphic Novel	18
12 - Children's Reference	0
15 - ER-Phonics	0
16 - Fantasy	14
17 - Foreign Language F/NF	11
19 - Junior Fiction	592
20 - Junior Graphic Novel	222
21 - Junior Nonfiction	483
22 - Large Print	154
23 - Magazine	9
25 - Mystery	727
30 - Oversize	5
33 - Parenting	1
34 - Picture Book	1064
35 - Prof Collection	65
36 - Reader	565
37 - Reference	9
39 - Science Fiction	72
42 - Western	47
44 - Young Adult Audiobook	14
45 - Young Adult DVD	148
46 - Young Adult Fiction	203
47 - Young Adult Graphic Novel	229
48 - Young Adult Nonfiction	53
None/On-the-fly	5
TOTAL	8175

Easy	Junior	YA	Adult
23%	20%	8%	49%
1863	1639	647	4026



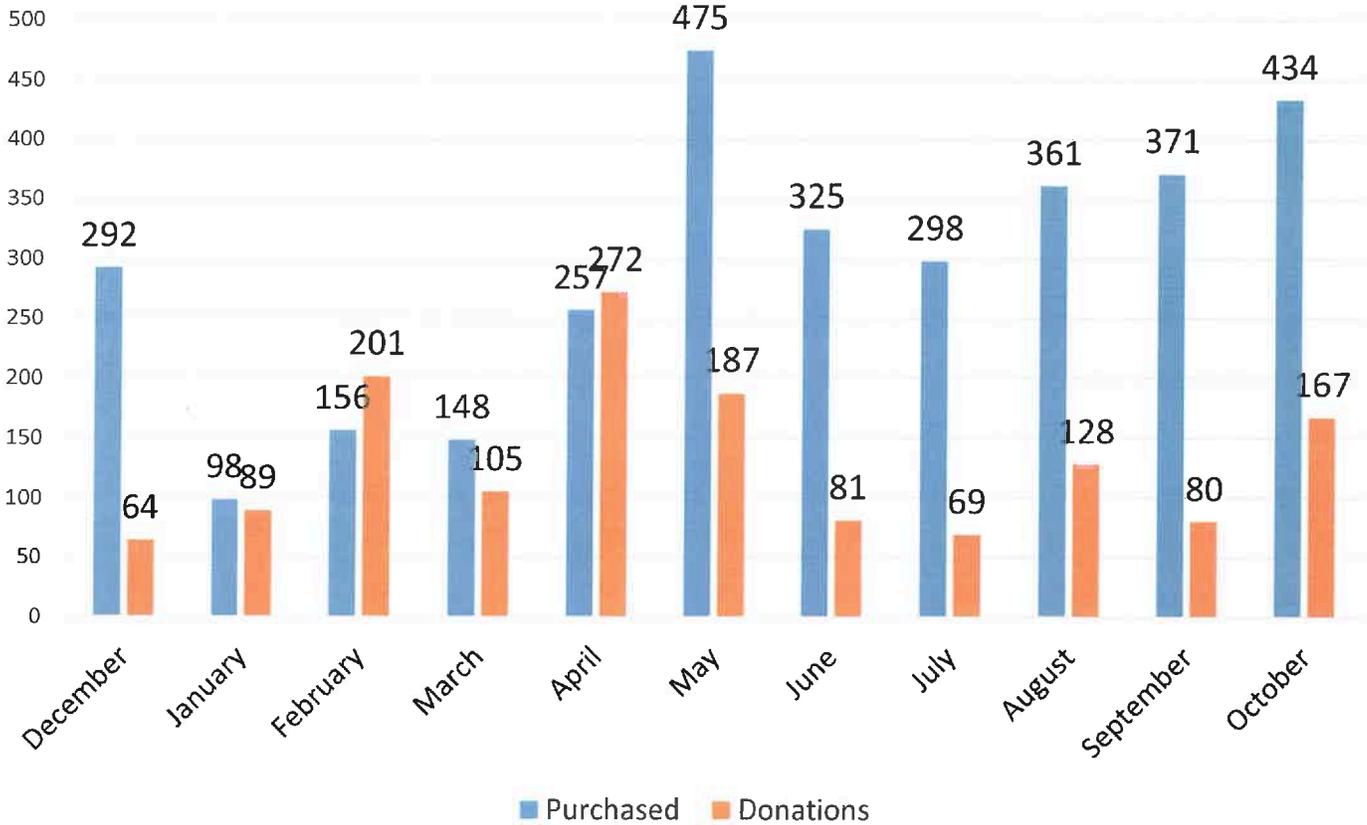
NEW Items Snapshot - November 1, 2019

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	2937	1287	43.82%
Picture Books	378	204	53.97%
Adult Fiction	584	287	49.14%
YA Fiction	158	35	22.15%

Circulation Snapshot - November 1, 2019

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	37	0	2	5.4
2 - Adult Audiobook	1710	2.2	212	12.4
3 - Adult DVDs	1947	2.6	195	10
4 - Adult Fiction	14161	18.5	838	5.9
5 - Adult Graphic Novel	442	0.6	42	9.5
6 - Adult Nonfiction	17996	23.6	698	3.9
7 - Board Book	205	0.3	92	44.9
8 - Book-Disc	25	0	1	4
9 - Children's Audiobook	580	0.8	69	11.9
10 - Children's DVD	595	0.8	125	21
11 - Children's Graphic Novel	59	0.1	7	11.9
12 - Children's Reference	177	0.2	0	0
14 - Equipment	9	0	0	0
15 - ER-Phonics	0	0	0	0
16 - Fantasy	50	0.1	10	20
17 - Foreign Language F/NF	842	1.1	10	1.2
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4438	5.8	612	13.8
20 - Junior Graphic Novel	560	0.7	136	24.3
21 - Junior Nonfiction	8460	11.1	362	4.3
22 - Large Print	1611	2.1	94	5.8
23 - Magazine	2684	3.5	10	0.4
24 - Map	0	0	0	0
25 - Mystery	5326	7	461	8.7
27 - Newspaper	17	0	0	0
30 - Oversize	217	0.3	4	1.8
31 - Pamphlet	9	0	0	0
32 - PAPER	8	0	0	0
33 - Parenting	57	0.1	2	3.5
34 - Picture Book	3614	4.7	818	22.6
35 - Prof Collection	433	0.6	51	11.8
36 - Reader	1487	1.9	374	25.2
37 - Reference	872	1.1	3	0.3
39 - Science Fiction	1363	1.8	65	4.8
40 - Software	13	0	0	0
42 - Western	803	1.1	27	3.4
43 - XX	222	0.3	0	0
44 - Young Adult Audiobook	255	0.3	19	7.5
45 - Young Adult DVD	296	0.4	59	19.9
46 - Young Adult Fiction	3102	4.1	297	9.6
47 - Young Adult Graphic Novel	745	1	106	14.2
48 - Young Adult Nonfiction	799	1	43	5.4
49 - Young Adult Reference	0	0	0	0
50 - OTAP	97	0.1	0	0
Total	76350		5844	7.7

Items Added



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

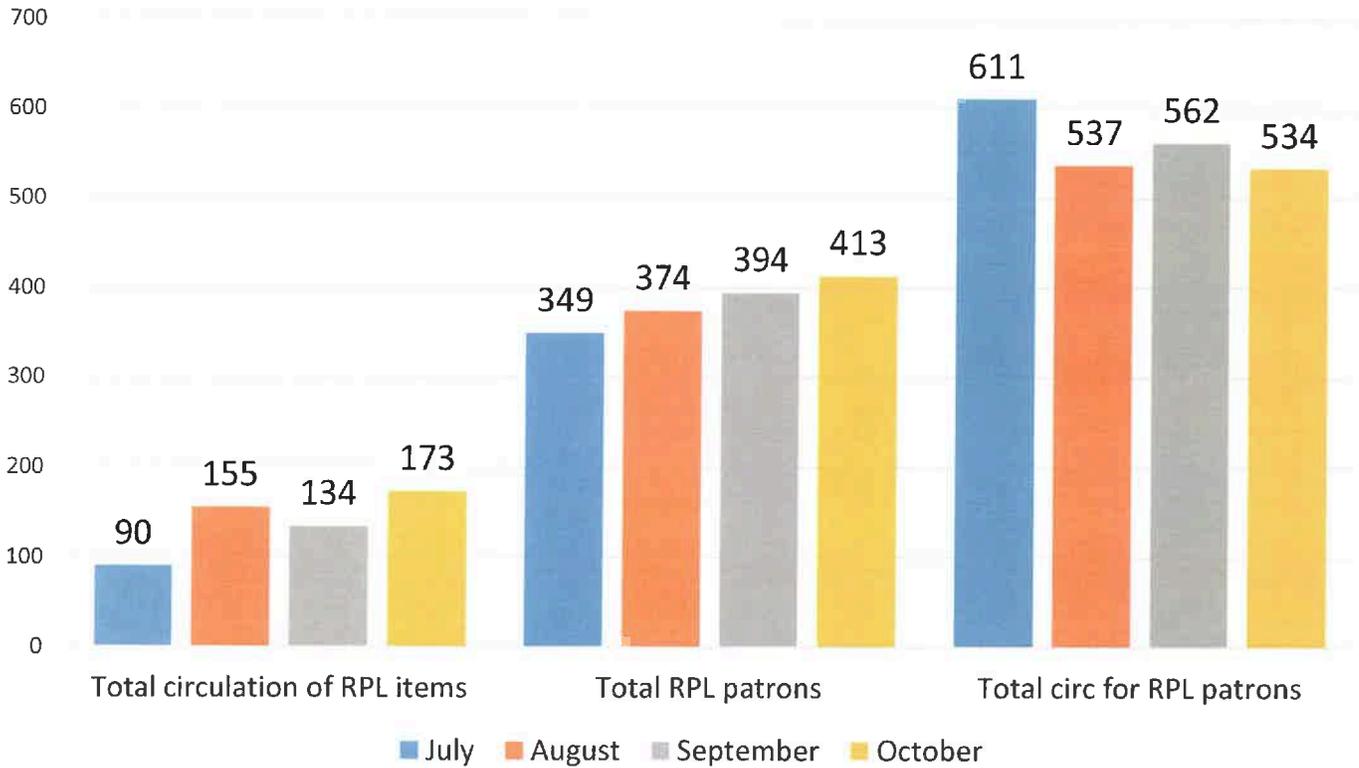
July - \$6054.13

August - \$8735.94

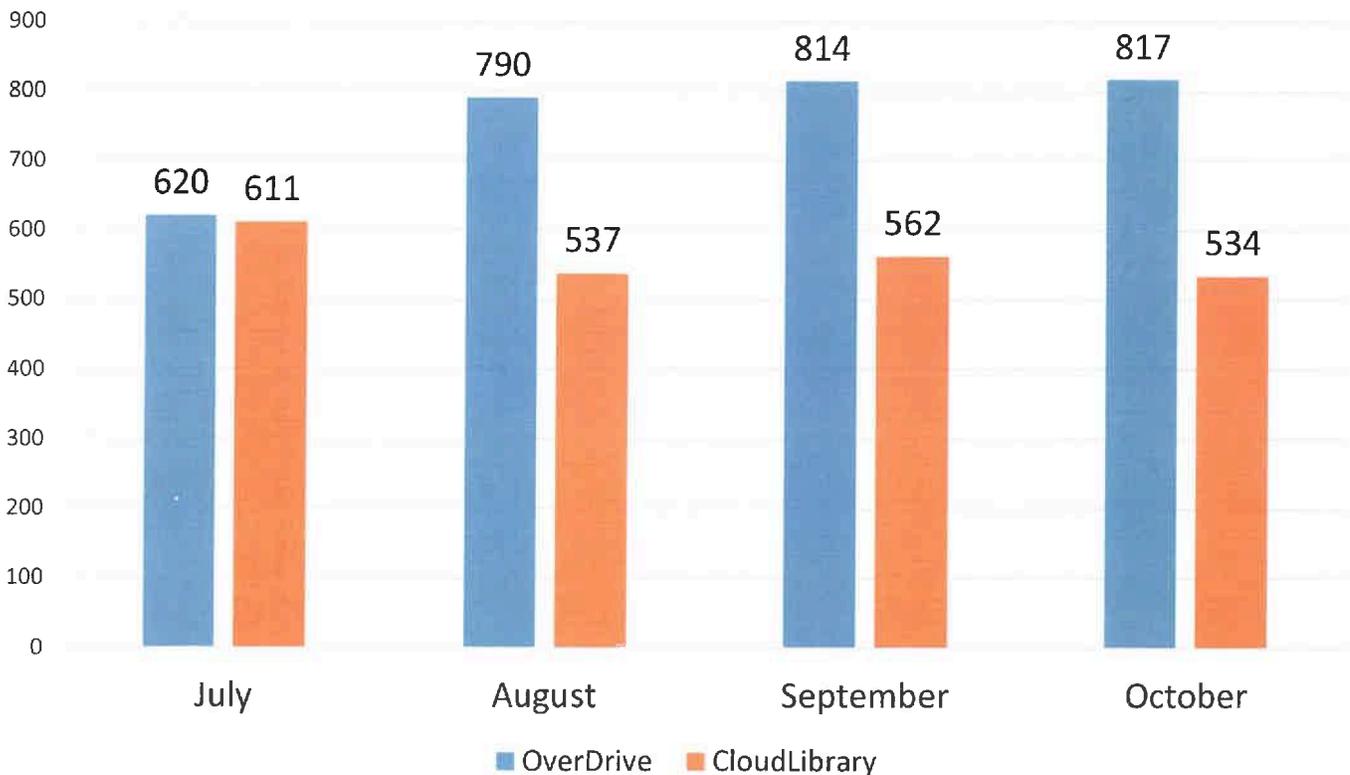
September - \$8449.34

October - \$10432.01

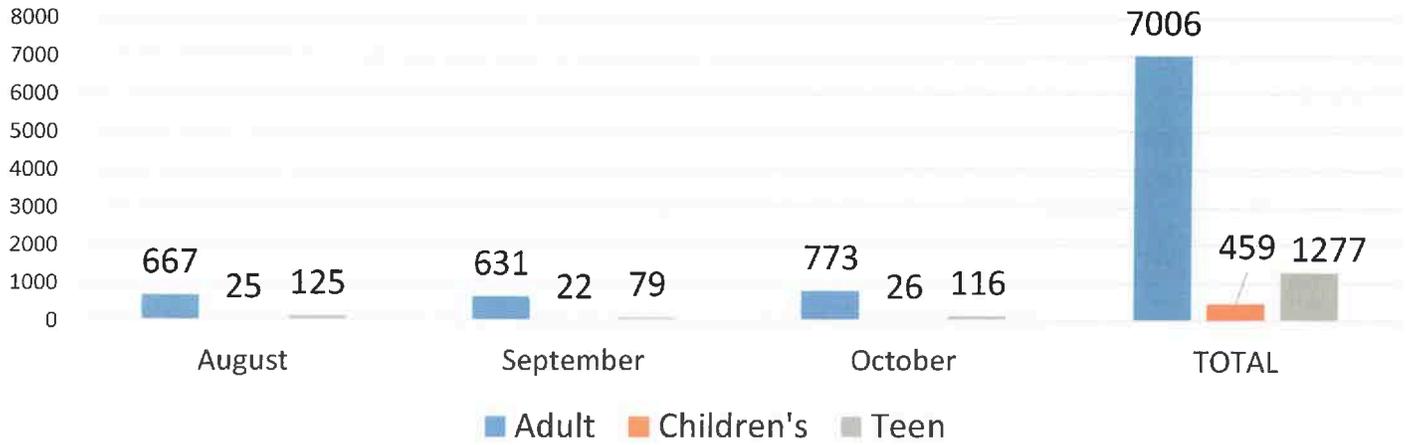
cloudLibrary e-materials



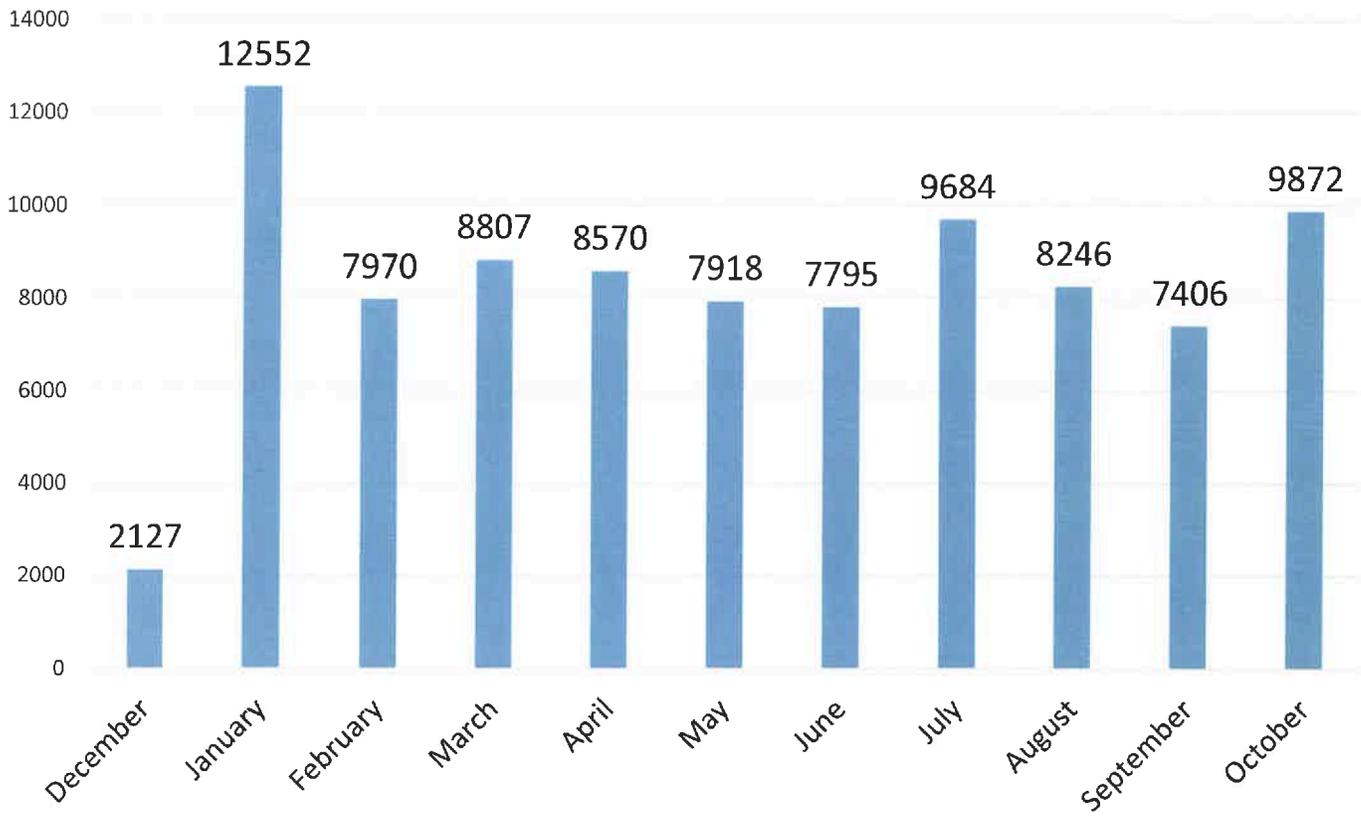
OverDrive vs. cloudLibrary Circulation



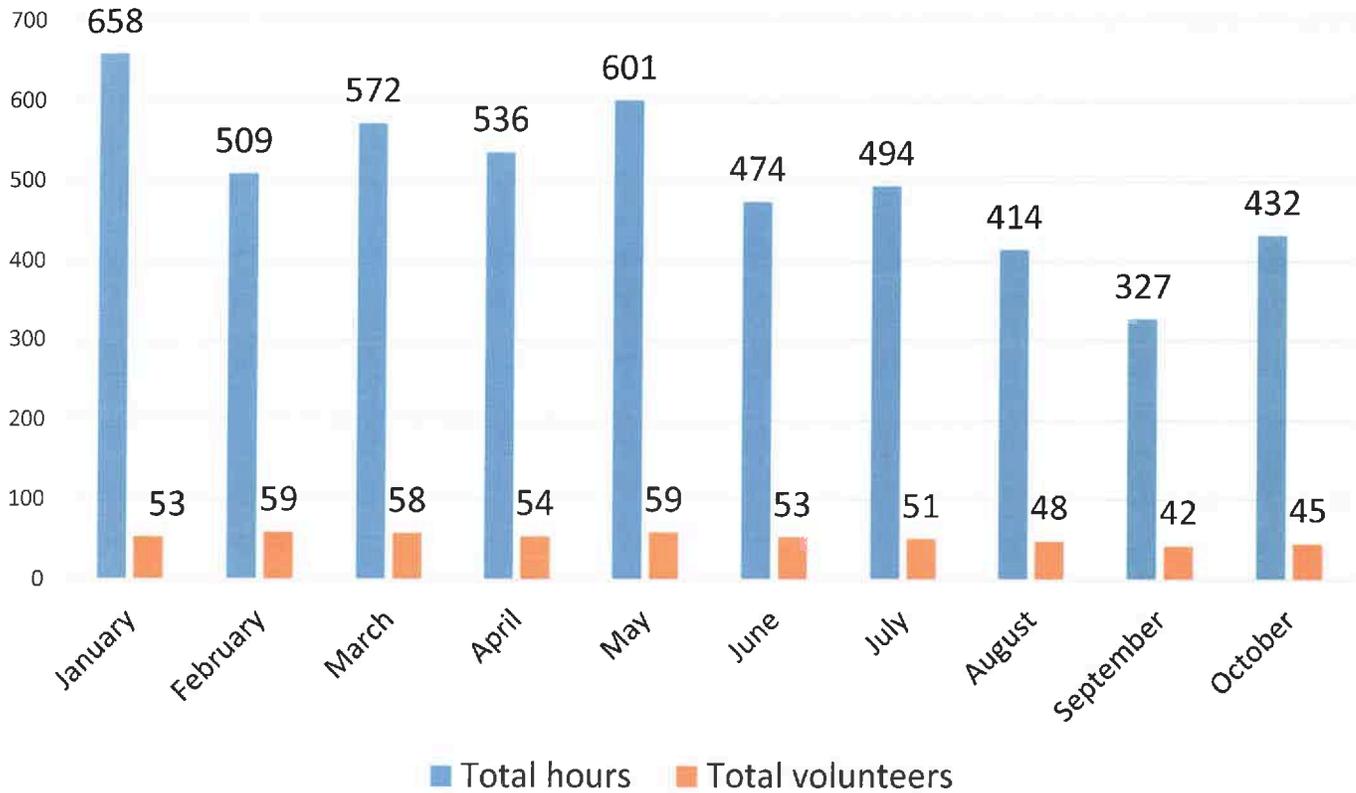
Total Computer Sessions by Area



Door Count



Volunteer Contribution



Library Card Sponsorship Program
Number of cards issued – 49

Children's Programs

Date		Attendance	Partner (if applicable)
10/2/2019	Preschool Storytime	24	
10/3/2019	Toddler Storytime	28	
10/3/2019	Girls who code	8	
10/4/2019	lego freeplay	14	
10/5/2019	Pops & Percussion	12	
10/9/2019	Preschool storytime	30	
10/10/2019	Toddler Storytime	42	
10/10/2019	Girls who code	7	
10/13/2019	Downtown Street Faire	211	
10/15/2019	Homeschool Activity - Bridges	65	
10/16/2019	Preschool Storytime	36	
10/16/2019	Elementary Art Class (dot Pumpkins)	31	
10/17/2019	Toddler Storytime	43	
10/17/2019	Girls who code	8	
10/18/2019	Lego Freeplay	7	
10/19/2019	Dolly Launch Storytime	92	
10/23/2019	Preschool storytime	30	
10/24/2019	Toddler Storytime	16	
10/24/2019	Girls who code	7	
10/24/2019	Family Movie Night	7	
10/29/2019	Dolly Parton Glide Launch	25	
10/30/2019	Preschool storytime	34	
10/30/2019	Fall Craft Day	68	
10/26/2019	UCC outreach	30	
10/31/2019	Toddler Storytime	34	
	TOTAL	909	

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
10/8/2019	Teen art program	16	
10/22/2019	Frankentoys	7	
10/23/2019	TAC	3	
	TOTAL	26	

Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
10/8/2019	Author BJ Bassett	10	
10/17/2019	College in the Community	18	
10/29/2019	Silent Book Group	5	
	TOTAL	33	