



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, JULY 19, 2022**

LA
7-15-2022

4:00 P.M. Regular Meeting
Hybrid Meeting – In Person at Roseburg Public Library and Electronic
Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-7051 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Andrea Zielinski

Commissioners: Marcy Tassano
Theresa Lundy

Mandy Elder
Kelly Peter

Francesca Guyer
Juliet Rutter

III. APPROVAL OF MINUTES

A. June 21, 2022

IV. DISCUSSION ITEM

A. Circulation Policy Update

AUDIENCE PARTICIPATION – Comments can be provided via email to the Commission at kwiley@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to **1:00 p.m. on Tuesday, July 19, 2022**. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: August 16, 2022

VII. INFORMATIONAL

- A. Monthly Statistics
- B. Summer Reading Program
- 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
June 21, 2022**

CALL TO ORDER:

Commissioner Elder called the regular meeting of the Roseburg Library Commission to order at 4:15 p.m. on June 21, 2022, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon and electronically via Zoom.

ROLL CALL:

Present: Chair Andrea Zielinski (4:30 p.m.) and Commissioners Mandy Elder, Marcy Tassano, Juliet Rutter, Kelly Peter and Francesca Guyer

Absent: Commissioner Theresa Lundy

Attending Staff: Library Director Kris Wiley, Assistant City Manager/City Recorder Amy Sowa and Management Staff Assistant Autumn David

Others Present: None

APPROVAL OF MINUTES:

Commissioner Rutter moved to approve the May 17, 2022, minutes. The motion was seconded by Commissioner Guyer and approved with the following vote: Commissioners Elder, Tassano, Rutter, Peter and Guyer voted yes. No one voted no.

BUSINESS FROM THE COMMISSION:

Commissioner Tassano congratulated Commissioner Elder on giving the keynote address at the UCC graduation ceremony in June. Commissioner Elder stated she was honored to provide the keynote address, meet the graduates, and celebrate with them.

Commissioner Tassano reported the Friends of the Library partnered with Roseburg Grocery Outlet in May to “round up” sales to the nearest dollar to support Dolly Parton’s Imagination Library. The campaign earned \$428 in donations, and the owners of the Roseburg Grocery Outlet matched that amount. She added the donation would support 34 children in the program for one year.

Commissioner Tassano reported the Friends of the Library summer book sale earned \$1700.

Commissioner Tassano shared that the Summer Arts Festival is in need of volunteers to help throughout the event. Volunteers receive free entry into the festival. Contact Umpqua Valley Arts Center for information about volunteer opportunities.

NEXT MEETING DATE:

Tuesday, July 19, 2022, at 4:00 p.m. In response to Commissioner Elder, Director Wiley stated this will be a hybrid meeting.

INFORMATIONAL:

Douglas Community Library Association Funding Memo

Director Wiley reported that the City received a memo from the nonprofit Douglas Community Library Association, which received funding from the Douglas County Commissioners to be distributed equally to Douglas County's 11 libraries. The \$7800 is to be used for personnel expenses. Accepting this funding is under the City Manager's authority, and we plan to consider how best to use it this fall after the AmeriCorps member recruitment and as staff prepares for the 2023 Summer Reading Program. This is a one-time disbursement, and there is no restriction on when the funding must be spent.

Monthly Statistics

Director Wiley presented the monthly statistics. The library issued 163 new cards in May, the most since October 2019. Part of this is attributed to the library's outreach to Green Elementary on May 20, at which about 30 student cards were issued.

The library surpassed 6 percent of items checked out on June 1, and it was 6.5 percent on June 21. It is getting closer to the 7.5 percent to 8 percent pre-pandemic threshold.

The library is making final preparations to contract with NewsBank to provide online access to The News-Review. A Roseburg Public Library card will be required. The cost is about \$2000 per year.

Programming

Director Wiley reported the first session of the Chicax Literature Series was successful with nine participants. The next session is July 14 at 6:30 p.m., and the material is available to pick up at the library front desk. A library card is not required to participate.

The Online Book Group meets the second Tuesday of each month at 6:30 p.m. on Zoom, and the Silent Book Group meets the last Thursday of each month at 6:30 p.m. at the Stewart Park Butterfly Garden.

AmeriCorps member Lydia Rathe has scheduled several fall programs for adults, which can be found on the library's website at www.roseburgpubliclibrary.org; click on Events Calendar. Some programs will be in person, some online.

Youth Services Librarian Aurora Ropp plans to not schedule programming in September and return to a full slate of in-person programming at the library in October.

Summer Reading Program

Director Wiley stated the Summer Reading Program is in full swing. There are programs for all ages, and information is available at the front desk and on the library website. So far, 34 youth logs have been returned, indicating those children have read at least seven hours this summer.

Librarian Ropp is posting the youth book reviews on the library's Facebook page.

In-person programs are going well at Stewart Park and the library. The library canceled both of the performers scheduled for Movies in the Park because of weather.

School visits will begin in July, and staff will visit Winchester, Fullerton IV and Green elementary schools and Jo Lane Middle School once a week for six weeks with reading logs, books, craft kits and prizes.

In response to Commissioner Tassano, Director Wiley stated staff would look into posting youth book reviews around the library for patrons to enjoy.

Grants Update

Director Wiley reported the library received a \$17,500 summer learning grant from the State Legislature through the Oregon Association of Education Service Districts. The library is using the funding to staff additional part-time hours, purchase additional incentive prizes and purchase craft supplies.

Director Wiley is writing an application for a \$10,000 Good Neighbor Grant from The Ford Family Foundation to help fund the replacement of the two automatic sliding glass doors at the public entrance. Additional funding will come from the Douglas Education Service District and the City's Facilities Fund.

Director Wiley invited everyone to go check out the new StoryWalk® at Micelli Park this week.

ADJOURNMENT:

The meeting adjourned at 4:32 p.m. The next meeting is scheduled for Tuesday, July 19, 2022, at 4:00 p.m.

Respectfully submitted,

Autumn David

Autumn David, Management Staff Assistant

ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



COMMISSION AGENDA

Meeting Date: July 19, 2022
Department: Library
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date July 19, 2022.

BACKGROUND

Discussion items.

The following is the discussion item on your agenda:

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

The policy was updated and reviewed by the Library Commission and adopted by the City Council on November 8, 2021. At that time, the policy was revised to clarify DVD hold limits for resident and non-resident cardholders and allow student cardholders to place holds on items.

At this time, there are several proposed revisions for the Library Commission to consider.

1. In the introduction, add that the policy applies to physical and digital materials.

Staff recommends this addition to provide clarity for cardholders.

2. Add the following language under NON-RESIDENT LIBRARY CARD:
Parents or guardians are responsible for any charges incurred as the result of the use of a child’s non-resident card.

This language already exists in the RESIDENT LIBRARY CARD section, and staff recommends adding it here to provide consistency.

3. Add the following language under STUDENT LIBRARY CARD:
Parents or guardians are responsible for any charges incurred as the result of the use of a child’s student card.

This language already exists in the RESIDENT LIBRARY CARD section, and staff recommends adding it here to provide consistency.

4. Under CHECKOUT LIMITS, add the word “physical” after the number of items that may be borrowed.

Staff recommends this addition to provide clarity because of the addition of electronic materials limits.

5. Add the following paragraph under CHECKOUT LIMITS:
Monthly borrowing limits are set on electronic materials. Patrons who have resident or non-resident cards may borrow up to 75 digital items per month from each platform available through the library. Patrons who have transitional cards or student cards may borrow up to 25 items per month from each platform available through the library. Patrons who reach their designated limit will have their electronic borrowing privileges suspended until the first business day of the following month.

Staff recommends this addition to ensure the library remains a responsible partner of the consortia/affiliations it belongs. Electronic materials are costly, and licenses often allow only a limited number of uses that must be shared by patrons throughout the state. Staff recommends establishing a lower threshold for student and transitional cards, just as the library does for physical checkouts. Most digital items check out for three weeks, so staff believes the proposed limits are generous.

6. Add the following under RESTRICTIONS AND FEES:
Roseburg Public Library will not be responsible for monitoring the content of materials accessed by patrons, including minors. The library reserves the right to revoke or suspend borrowing privileges for violations or abuse of library privileges and/or policies.

A patron shall have the right to appeal the revocation or suspension to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal.

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

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

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

Staff recommends this addition to provide clarity for cardholders and their parents or guardians; provide staff with the authority to suspend or revoke borrowing privileges for violations not explicitly covered by the policy; and provide an appeal process for cardholders whose borrowing privileges have been suspended or revoked.

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

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

ATTACHMENTS

1. Circulation Policy (updates are underlined)

CIRCULATION POLICY

Roseburg Public Library welcomes all individuals to use collections and services within the library. Individuals who wish to borrow materials, including both physical and digital items, 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. Parents or guardians are responsible for any charges incurred as the result of the use of a child's non-resident card.

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. Parents or guardians are responsible for any charges incurred as the result of the use of a child's student 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 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.

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 or non-resident cards may borrow up to 50 physical 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 physical items, including one DVD, simultaneously. Patrons who have student library cards may borrow up to 10 physical items, including one DVD, simultaneously.

Monthly borrowing limits are set on electronic materials. Patrons who have resident or non-resident cards may borrow up to 75 digital items per month from each platform available through the library. Patrons who have transitional cards or student cards may borrow up to 25 items per month from each platform available through the library. Patrons who reach their designated limit will have their electronic borrowing privileges suspended until the first business day of the following month.

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 or non-resident cards may have a maximum of 25 items, including five DVDs, on hold simultaneously. Patrons who have student library cards may place a maximum of 10 items, including one DVD, on hold simultaneously.

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 library 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.

Roseburg Public Library will not be responsible for monitoring the content of materials accessed by patrons, including minors. The library reserves the right to revoke or suspend borrowing privileges for violations or abuse of library privileges and/or policies.

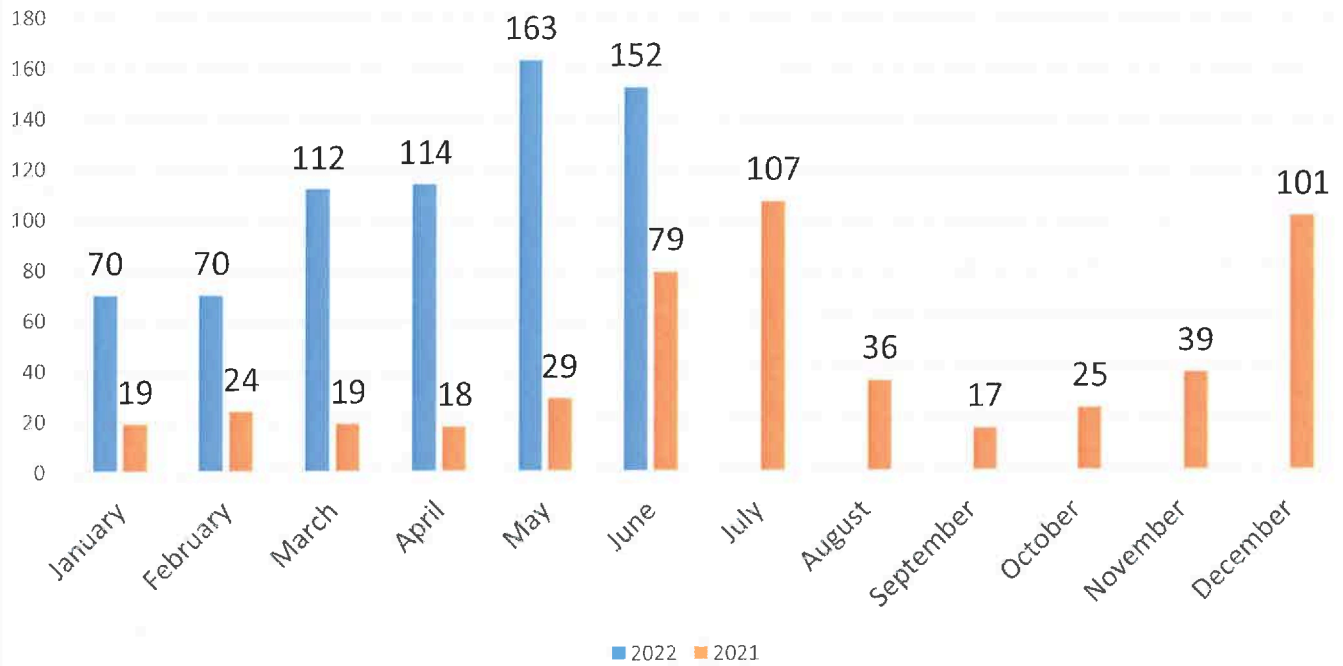
A patron shall have the right to appeal the revocation or suspension to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal.

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

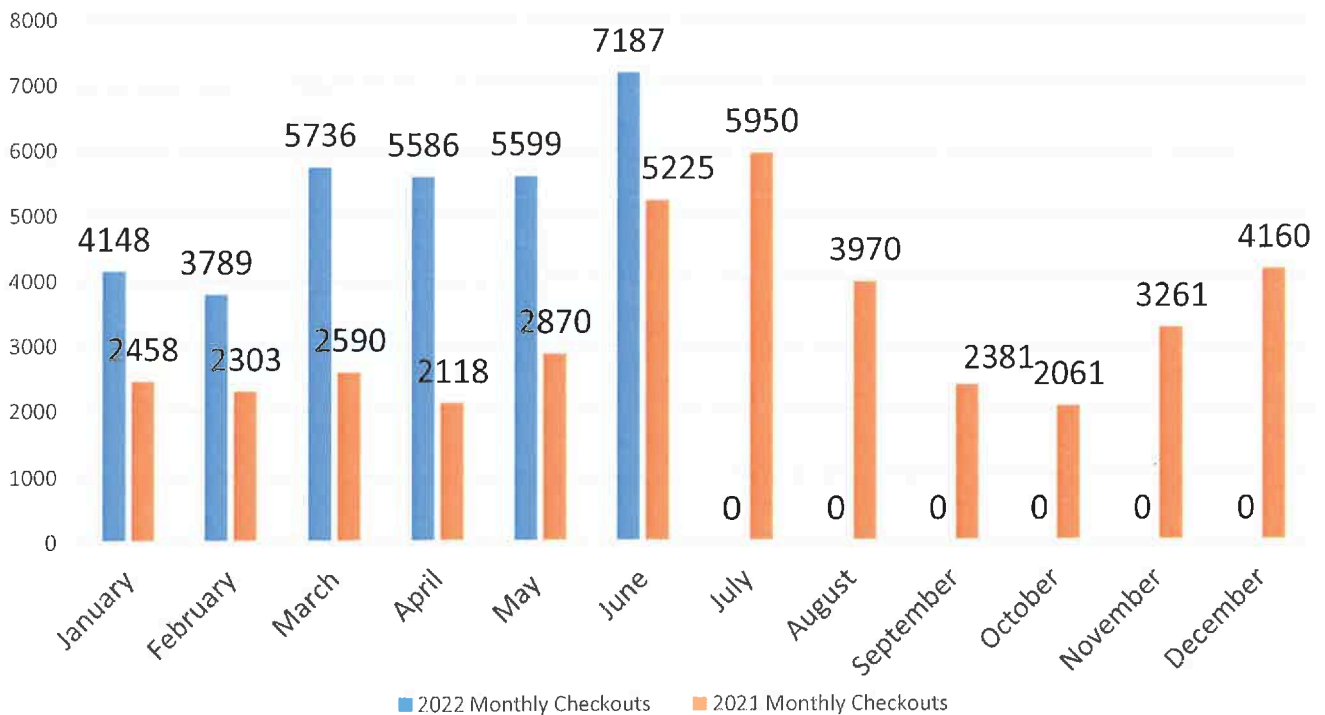
At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written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

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

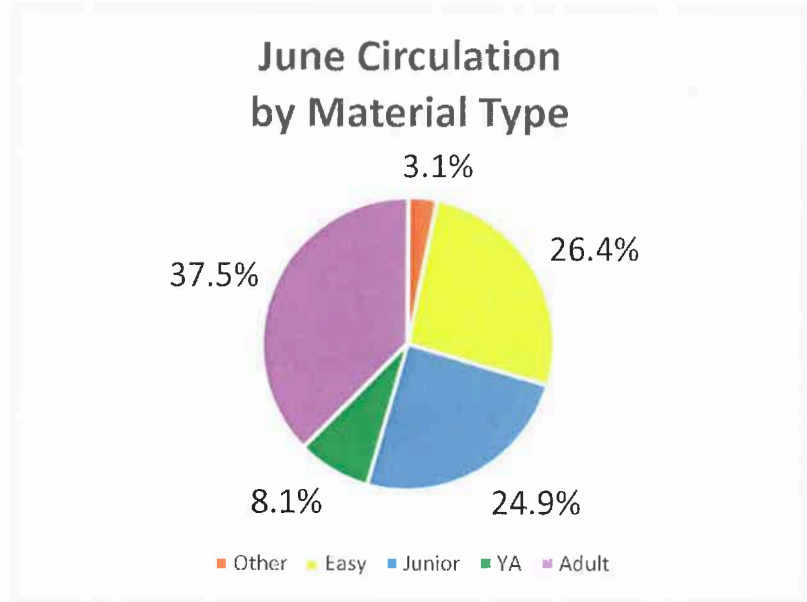
New Users Monthly Comparison



Physical Materials Checkouts



	Other	Easy	Junior	YA	Adult
1 - Unassigned	1	224	1790	583	2693
2 - Adult Audiobook	157	1897	24.9%	8.1%	37.5%
3 - Adult DVDs	235				
4 - Adult Fiction	949				
5 - Adult Graphic Novel	8				
6 - Adult Nonfiction	534				
7 - Board Book	149				
8 - Children's CD Book	9				
9 - Children's Audiobook	51				
10 - Children's DVD	131				
11 - Children's Graphic Novel	2				
12 - Children's Reference	0				
16 - Fantasy	19				
17 - Other Language F/NF	20				
19 - Junior Fiction	846				
20 - Junior Graphic Novel	367				
21 - Junior Nonfiction	395				
22 - Large Print	157				
23 - Magazine	19				
25 - Mystery	659				
30 - Oversize	0				
34 - Picture Book	1118				
35 - Prof Collection	40				
36 - Reader	579				
37 - Reference	12				
39 - Science Fiction	72				
42 - Western	48				
44 - Young Adult Audiobook	3				
45 - Young Adult DVD	68				
46 - Young Adult Fiction	235				
47 - Young Adult Graphic Novel	252				
48 - Young Adult Nonfiction	25				
OTAP	1				
Off Site	0				
None/On-the-fly	26				
TOTAL	7187				



NEW Items Snapshot - July 7, 2022

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4025	1048	26.04%
Picture Books	425	123	28.94%
Adult Fiction	736	283	38.45%
Junior Fiction	444	68	15.32%
YA Fiction	207	35	16.91%

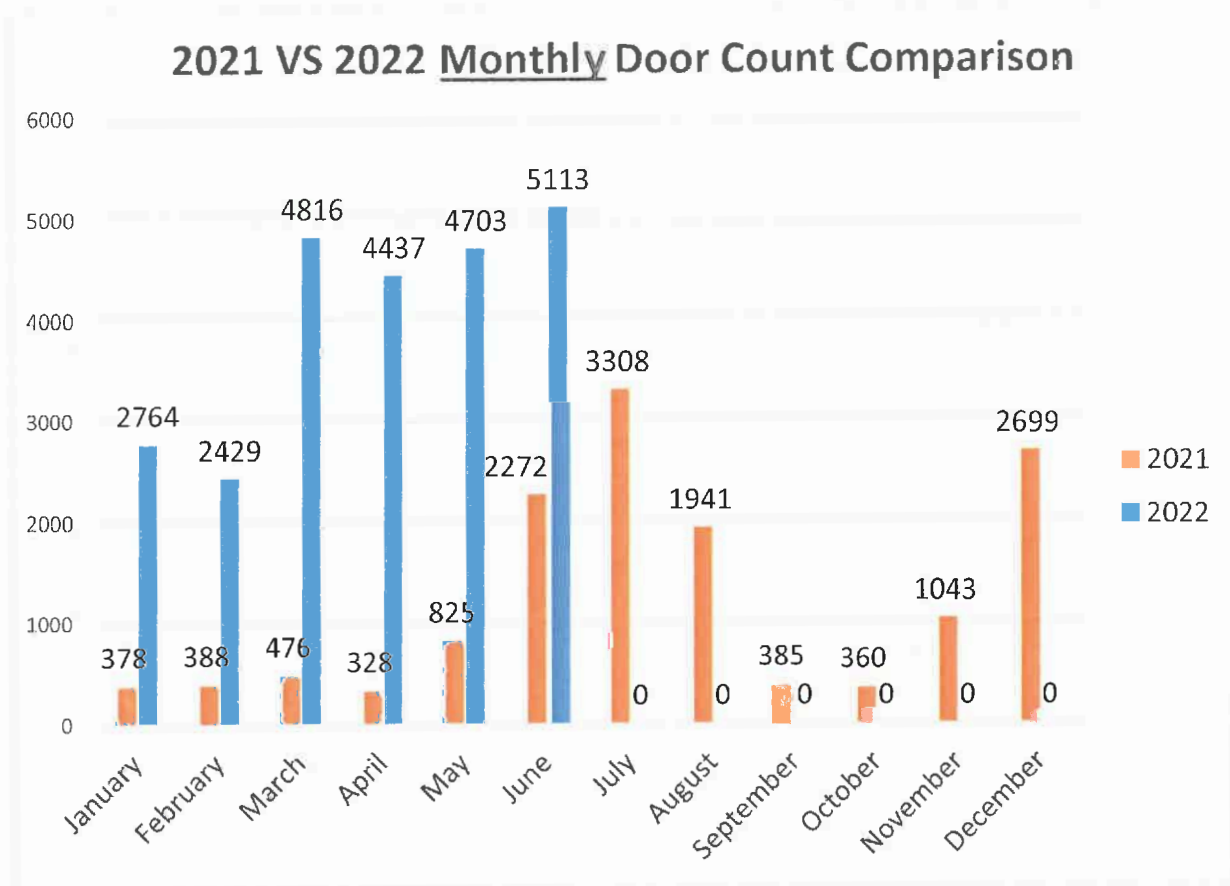
Circulation Snapshot - July 7, 2022

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1756	2.2	101	5.8
3 - Adult DVDs	1951	2.4	98	5
4 - Adult Fiction	14780	18.2	715	4.8
5 - Adult Graphic Novel	370	0.5	13	3.5
6 - Adult Nonfiction	15822	19.5	581	3.7
7 - Board Book	566	0.7	140	24.7
8 - Children's CD Book	115	0.1	8	7
9 - Children's Audiobook	648	0.8	44	6.8
10 - Children's DVD	802	1	84	10.5
11 - Children's Graphic Novel	5	0	1	20
12 - Children's Reference	177	0.2	0	0
14 - Equipment	9	0	0	0
16 - Fantasy	192	0.2	17	8.9
17 - Other Language F/NF	795	1	25	3.1
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4956	6.1	769	15.5
20 - Junior Graphic Novel	1181	1.5	282	23.9
21 - Junior Nonfiction	8694	10.7	355	4.1
22 - Large Print	1834	2.3	114	6.2
23 - Magazine	3316	4.1	14	0.4
25 - Mystery	6330	7.8	484	7.6
27 - Newspaper	6	0	0	0
30 - Oversize	52	0.1	1	1.9
34 - Picture Book	5379	6.6	842	15.7
35 - Prof Collection	321	0.4	30	9.3
36 - Reader	2107	2.6	460	21.8
37 - Reference	492	0.6	0	0
39 - Science Fiction	1319	1.6	67	5.1
42 - Western	821	1	22	2.7
44 - Young Adult Audiobook	282	0.3	1	0.4
45 - Young Adult DVD	409	0.5	36	8.8
46 - Young Adult Fiction	3058	3.8	262	8.6
47 - Young Adult Graphic Novel	1259	1.6	252	20
48 - Young Adult Nonfiction	896	1.1	31	3.5
49 - Young Adult Reference	0	0	0	0
50 - OTAP	295	0.4	13	4.4
51 - Off Site	1	0	0	0
Total	81023		5862	7.2

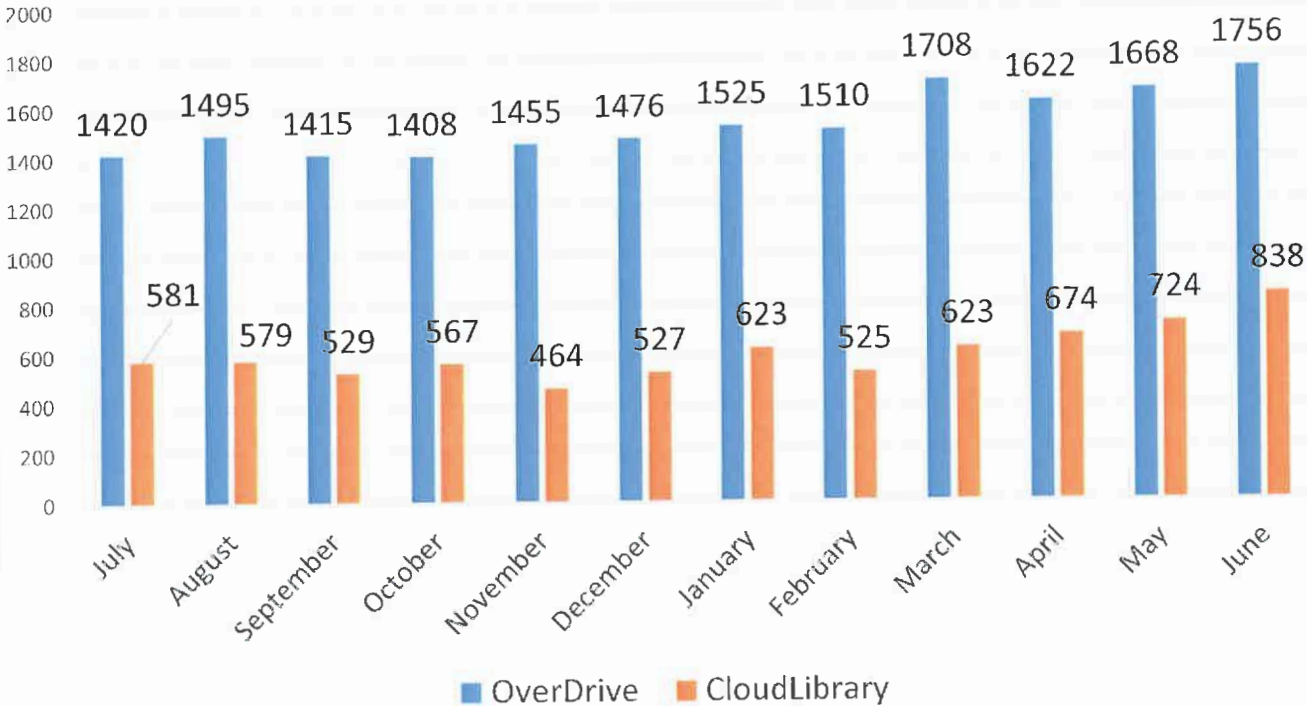
Library Card Sponsorship Program
Number of cards issued FY 2021-2022 – 106



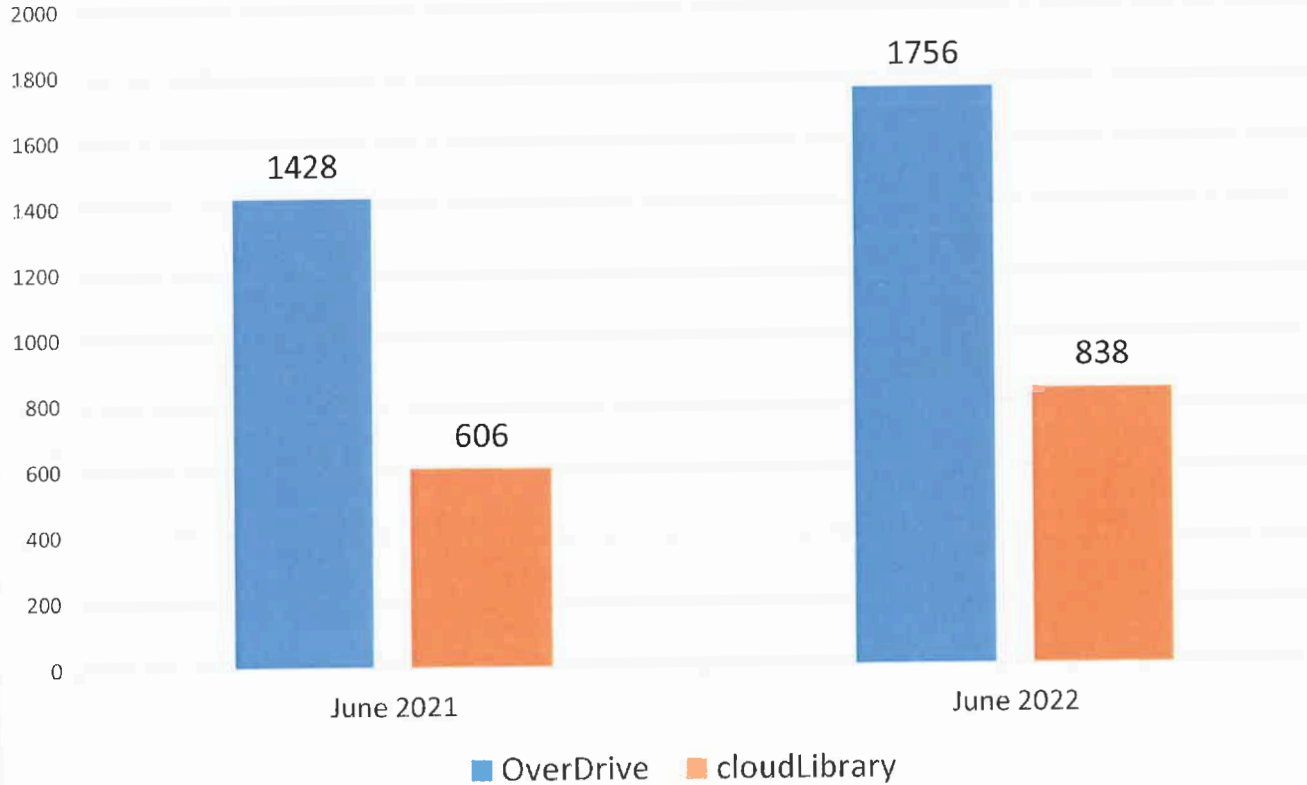
Total value added to collection
June 2022 - \$4890.73



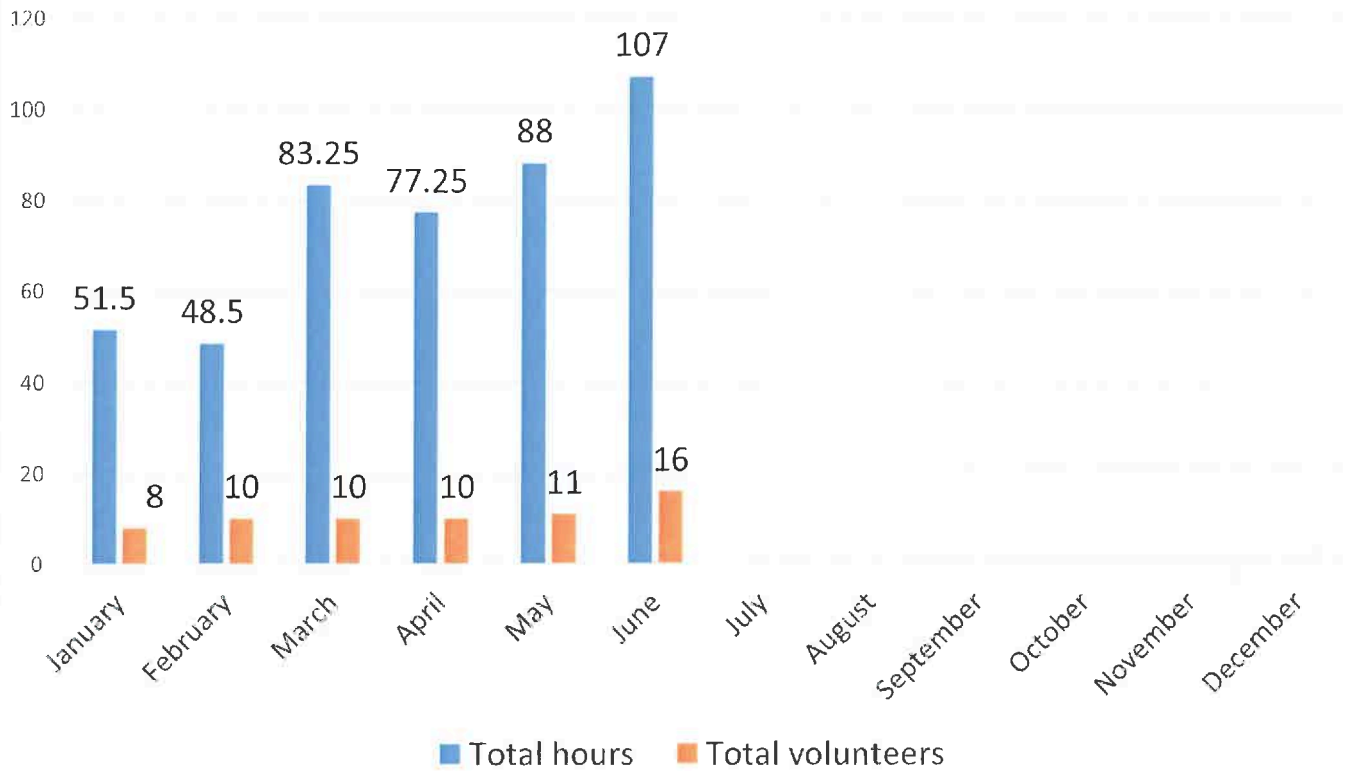
FY 2021-2022 OverDrive & cloudLibrary Circulation



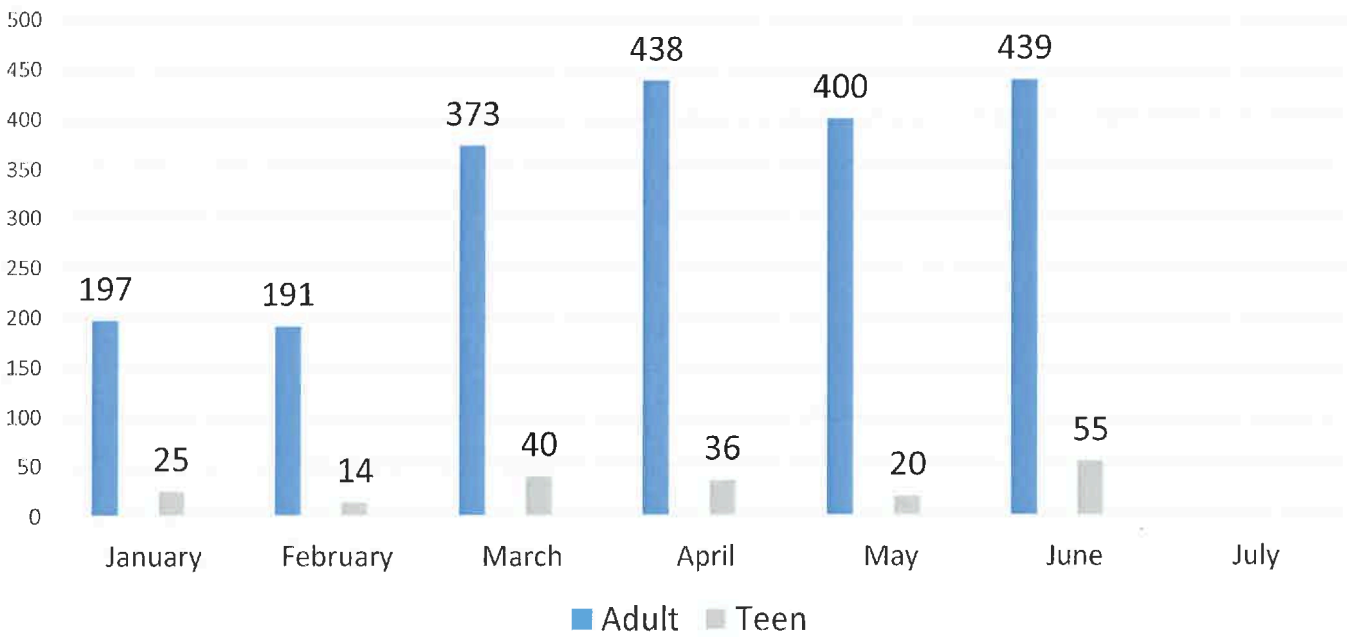
Ebooks Monthly Comparison



Volunteer Contribution



Total Computer Sessions by Area



Live Programs Ages 0-5

Date	Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/1/2022 Storytime @ Stewart Park	18		x	
6/8/2022 Storytime @ Stewart Park	32		x	
6/15/2022 Storytime @ Stewart Park	30		x	
6/22/2022 Storytime @ Stewart Park	21		x	
6/29/2022 Storytime @ Stewart Park	18		x	
TOTAL	119			

Live Programs Ages 6-11

Date	Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/13/2022 Lunchbox Express	38		x	
6/17/2022 Friday Craft @ Stewart	20		x	
6/20/2022 Lunchbox Express	39		x	
6/24/2022 Friday Craft @Stewart	29		x	
6/27/2022 Lunchbox Express	66		x	
TOTAL	192			

Live Programs Ages 12-18

Date	Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/25/2022 Teen Tie Dye	11	x		
TOTAL	11			

Live Programs Adults

Date	Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/9/2022 Chicax Literature Series	9			x
6/14/2022 Online Book Group	6			x
6/16/2022 Read Up! Book Talk	3			x
6/30/2022 Silent Book Group	3		x	
TOTAL	21			

Live Programs All Ages

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/18/2022	Family Craft	8	x		
	TOTAL	8			

All recorded programs; includes all ages. This includes livestreamed events that remain on Facebook for future viewing. Attendance is 1-minute views after 7 days.

Date	Program Name	Attendance; 1-minute views after 7 days
6/16/2022	Read Up! Book Talk	16
	TOTAL	16