

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
November 19, 2024**

1. CALL TO ORDER

Commissioner Elder called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on November 19, 2024, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon and electronically via Zoom.

2. ROLL CALL

Present Commissioners Paige Bentley, Mandy Elder, Francesca Guyer, Shirley Lindell, Brady McNulty (via zoom), and Marcy Tassano

Absent Andrea Zielinski

Attending Staff Library Director Kris Wiley, Youth Services Librarian Aurora Ropp, City Recorder Amy Nytes, and Management Staff Assistant Grace Jelks

Others Present None

3. APPROVAL OF MINUTES

Commissioner Guyer moved to approve the October 15, 2024, minutes. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Bentley, Elder, Guyer, Lindell, McNulty, and Tassano voted yes. No Commissioners voted no. The motion passed unanimously.

4. AUDIENCE PARTICIPATION

None.

5. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported that the Friends of the Library will hold a book sale on December 5th through December 7th, received a donation of 2400 DVDs, and were looking for volunteers to help with setting up.

6. NEXT MEETING DATE

Tuesday, December 17, 2024, at 4:00 p.m. This will be a hybrid meeting.

7. INFORMATIONAL

A. Meeting Room Policy Update

Director Wiley reported she planned to bring the proposed updates to the December meeting.

B. Monthly Statistics

Director Wiley reported there was a 600-item increase in physical circulation and 550-person increase in door count in October, which coincided with the return of fall youth programming.

The library has continued to issue more than 100 new cards every month. Staff planned to purge cards that have been expired for at least three years in early 2025. Accounts that have bills attached for lost or damaged books are not purged.

There was a 100-item increase in digital magazine checkouts in October, to 336. The library was on target to meet that threshold in November. Digital circulation, including books, audiobooks, and magazines, accounted for 33% of circulation in October.

C. Programming

Director Wiley reported the library's outreach at the Neewollah parade was especially popular. Staff distributed free books to youth at the City's pop-up tent.

The library's Americans and the Holocaust exhibition is on display during open hours through December 19. 170 people visited so far. There was a standing-room-only crowd at the first program presented by Dr. David Luebke from the University of Oregon. The next public programs were December 5 and 12 at 6:30 p.m., and there was a program for the Horizons foster care education students on December 10.

The library will host a hybrid in-person/Zoom session with Oregon author Eileen Garvin on Thursday, January 19 at 6:30 p.m. and an in-person session with Oregon author Victor Lodato on Thursday, February 13 at 6:30 p.m.

Librarian Ropp reported that October was a great start back to programming and had a good turnout at storytime and teen programs. We continue to offer times for teens to volunteer, but they have gone unfilled. We are still working through our November and December programming plans, which will include arts, Legos, and STEM activities this week. Winter reading is coming up in December, which will be scaled back some this year due to the Americans and the Holocaust displays.

Commissioner comments and questions included the types of crafts being offered.

Director Wiley and Librarian Ropp clarified there will be adult arts and crafts available this year, painting kits with easels and Christmas cardstock tags.

D. Grants Update

Director Wiley reported the library was awarded an \$8000 early literacy grant from The Ford Family Foundation. It will fund a dramatic play kitchen and early literacy posters in the Children's Room, sets of board books for Lap-Sit Storytime, and collection materials for ages 0-6.

The library is applying to the American Library Association for a \$10,000 Libraries Transforming Communities grant to improve services to people with disabilities. We have support from Sunrise Enterprises to apply for funding for large print materials, a movie license, and hands-on crafting opportunities.

The library will submit the final report for the Ready to Read summer learning grant to the State Library by the end of November.

E. Dolly Parton Imagination Library Fees

Director Wiley reported that fees are going up to \$31 per child, per year as of January 1, 2025. The State will continue with a 50% match, but it is still free to kids and families. We have just over 50% of kids registered in our area.

Commissioner comments and questions included clarification that the Dolly Parton Imagination Library pays for the books and Friends of the Library pay for the postage, whether there are pamphlets available that explain the cost, and whether there is a gap that is being targeted for fundraising.

Director Wiley clarified there is not a pamphlet that explains the cost, the organization wants to keep families focused on the program and get kids reading, information is available on our website, and we do not need to fundraise at this time due to generous donations. There will be a "thank you" to our major sponsors and donors placed in the News Review next week.

8. ADJOURNMENT

The Roseburg Library Commission meeting adjourned at 4:18 p.m.

Respectfully submitted,

Grace Jelks

Management Staff Assistant

ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



COMMISSION AGENDA

Meeting Date: December 17, 2024

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 December 17, 2024.

BACKGROUND

Discussion items.

The following are the discussion items on your agenda:

A. **Update Meeting Room Policy** – The library proposes amending the Meeting Room Policy to clarify procedures and expectations.

- Adds language that use fees must be paid within 45 days of invoice date. Requires renters to initial acknowledgement.
- Adds language that renters may be required to park off site of the library.
- Requires renters to initial acknowledgement of each prohibited activity/use.
- Adds Enforcement of Policies section.

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

B. **Amend Fee Schedule** – The library proposes adding a fee of \$100 for Appeal of Director's Decision under the library department.

Appeals of Director's Decision require staff time to prepare and deliver documentation and a report to the City Manager; staff time to schedule and follow up on the appeal; and the City Manager's time to review the case, hear the appeal and render a decision.

The City's fee schedule assigns a \$250 fee for appeals to the City Manager unless defined under a department. Based on the nature of the library's appeals, it seems reasonable to establish a \$100 fee for each appeal.

Library policies that include an appeals process include:

Circulation Policy
Collection Policy
Meeting Room Policy (if Item A. above approved)
Programming Policy

SUGGESTED MOTION – I move that the Library Commission recommend the City Council adopt a resolution amending the Fee Schedule to include Appeal of Director’s Decision at \$100 per appeal under the library department.

MEETING ROOM POLICY

Roseburg Public Library has several meeting rooms available for public use.

- Ford Family Room: capacity 104
Available to the public when the building is occupied or unoccupied by staff. Wireless projector, sound system, and microphone available.
- Deer Creek Room: capacity 80
Available only when the building is occupied by staff. Projector available.
- South Umpqua Room: capacity 60
Available only when the building is occupied by staff. Projector available.
- Multipurpose Room #1: capacity 9
Available only when the building is occupied by staff. Computer and monitor available.
- Multipurpose Room #2: capacity 9
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Study Room: capacity 6
Available only when the building is occupied by staff. No technology provided.

RESERVATION SYSTEM

Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library. All other entities must contact Roseburg Public Library at 541-492-7051 to reserve a room.

Users are limited to renting rooms no more than 12 times in one year. Reservations for the Ford Room will be accepted up to 12 months in advance of a meeting. Reservations for all other rooms will be accepted up to six months in advance.

USE FEES

(initials required to indicate acknowledgement):

_____ Fees must be paid by cash, check or credit card to City of Roseburg **within 45 days of invoice date.**

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library events: no charge

Recognized veterans organizations: no charge

For all other uses:

- Ford Family Room: \$25 when the ESD and/or Library are open to the public; \$75 when the ESD and Library are closed
- Deer Creek Room: \$25
- South Umpqua Room: \$25
- Multipurpose Room #1 (Room 17): \$25.

- Multipurpose Room #2 (Room 20): For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.
- Study Room (Room 18): Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

Re-keying fee assessed for lost key associated with Ford Room rental: \$150/incident

Owl technology fee: \$25/use

PARKING

Limited parking is available in the library lot. **Renters may be required to park off site.**

PROHIBITED ACTIVITIES/USES

The following is prohibited in all meeting rooms **(initials required to indicate acknowledgement)**:

_____ Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.

_____ Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.

_____ Any event at which an admission fee is charged.

_____ Any event at which future business will be solicited by a speaker through literature available at the meeting.

_____ Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.

_____ Burning of any items, including candles or incense.

_____ Commercial activities.

_____ Smoking, vaping, or aerosolizing. Roseburg Public Library is a tobacco-free facility.

_____ Staples, tacks, nails, tape, or adhesives on painted surfaces.

_____ Violations of State and local Fire Codes and OSHA Regulations.

_____ Weapons of any kind, except as permitted by ORS 166.370.

ENFORCEMENT OF POLICIES

The Library Director and their designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate use of meeting rooms.

For violations of this policy, one written warning will be given. A second violation may result in the renter being prohibited from renting any meeting rooms for three months. Subsequent violations may result in additional penalties up to and including permanent prohibition from renting any meeting rooms.

A patron shall have the right to appeal the Library Director's written decision regarding a violation 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.

RESPONSIBILITIES

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 meeting room 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, illness, 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.

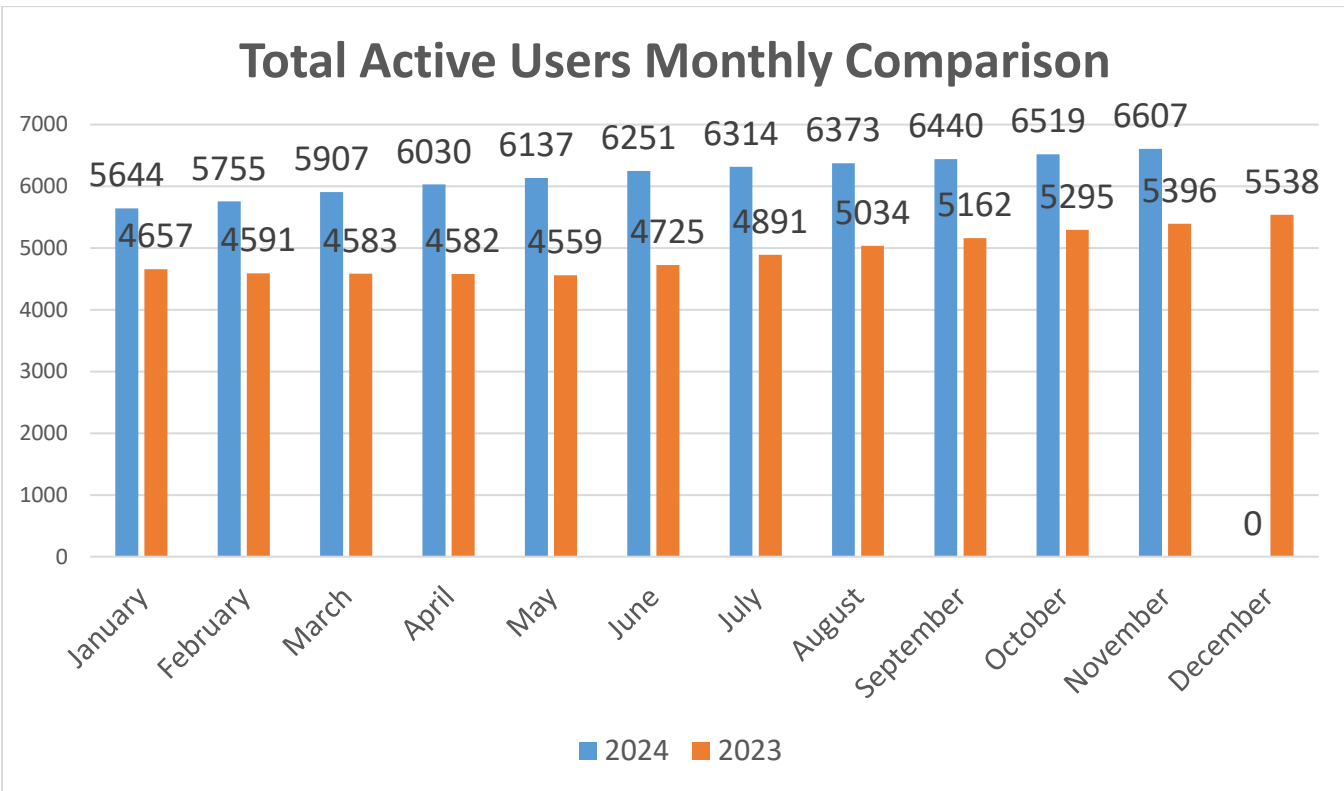
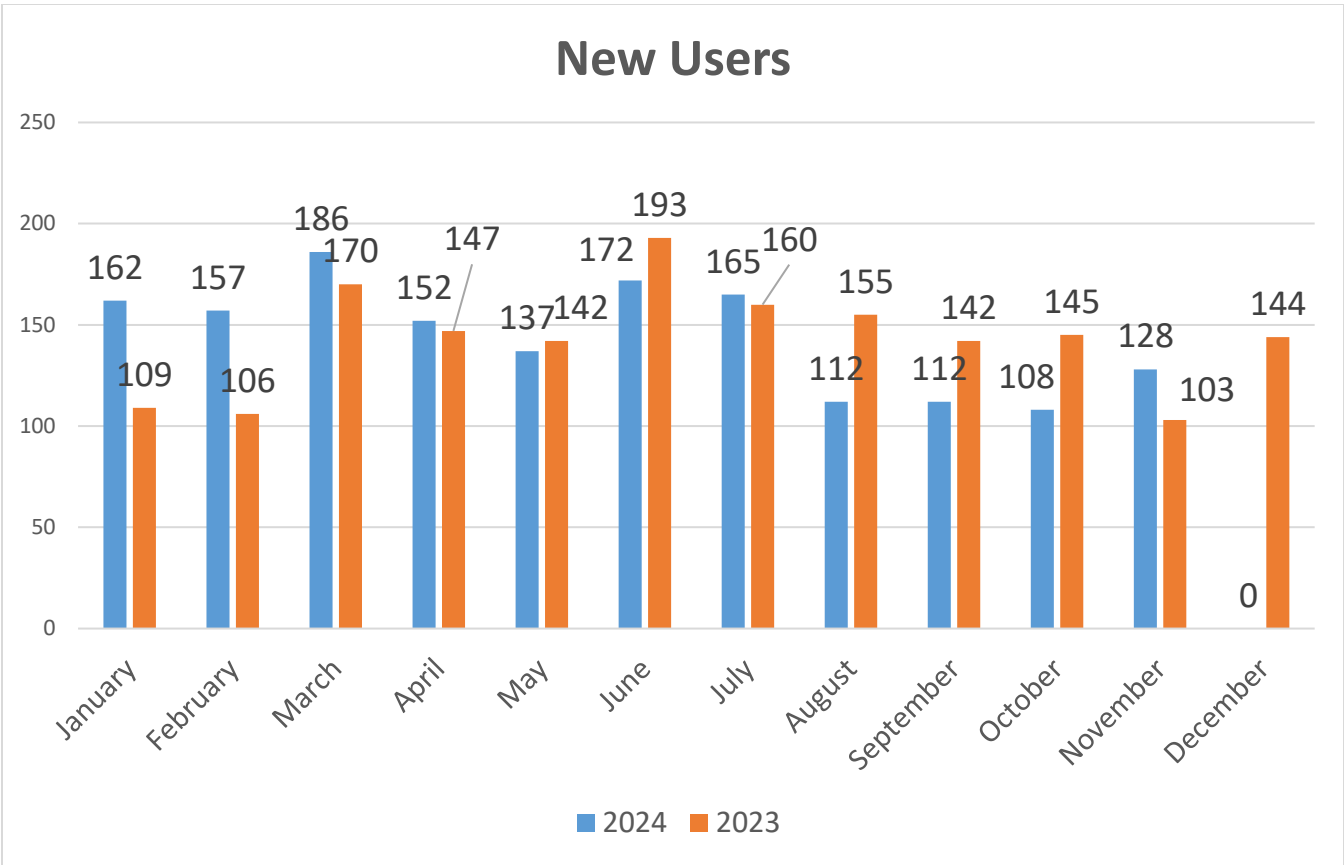
Meeting rooms are provided in "as is" condition and order. During use of a room, the user must maintain and secure the room in good, clean, and safe condition. Before leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately 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. All garbage must be disposed of in the proper containers.

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 meeting room use or out of the use of any other City property associated with meeting room 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, illness, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

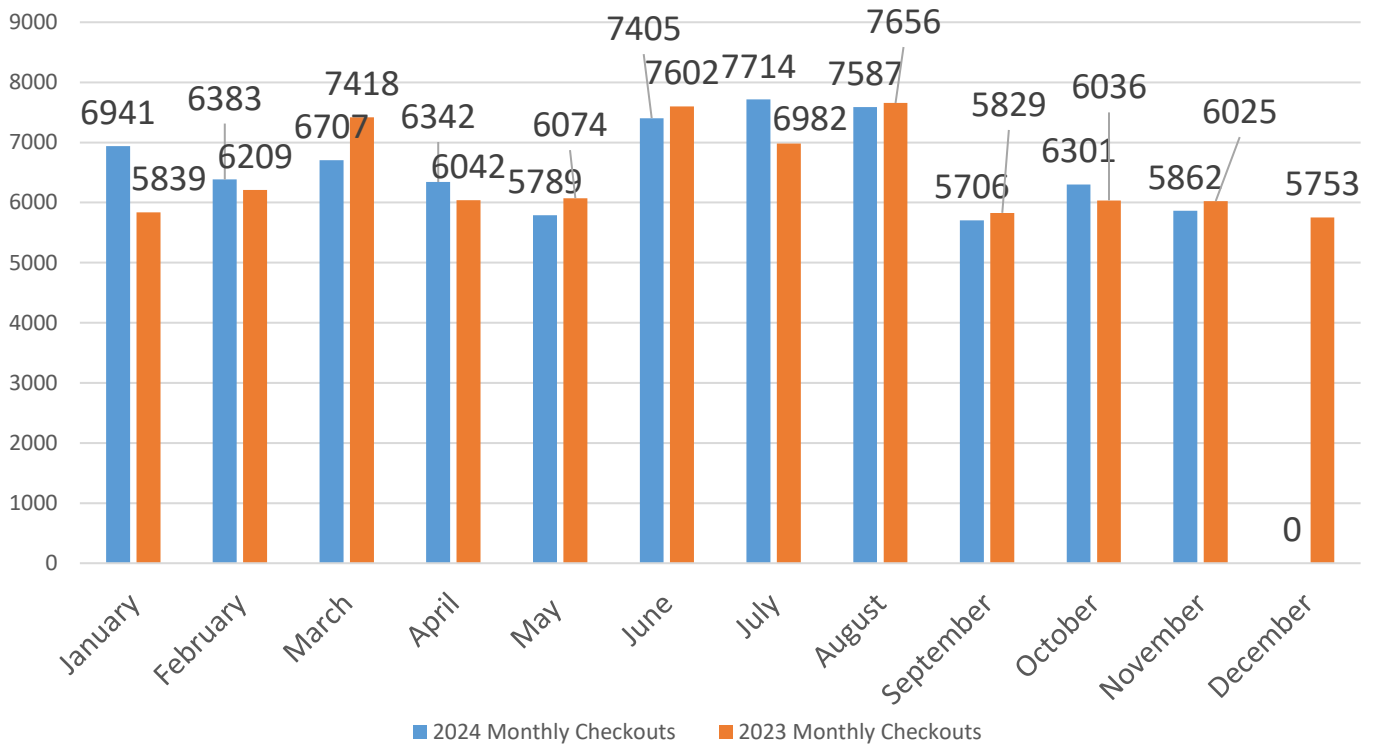
Failure to comply with meeting room policies may result in revocation of meeting room use privileges.

DISCLAIMER

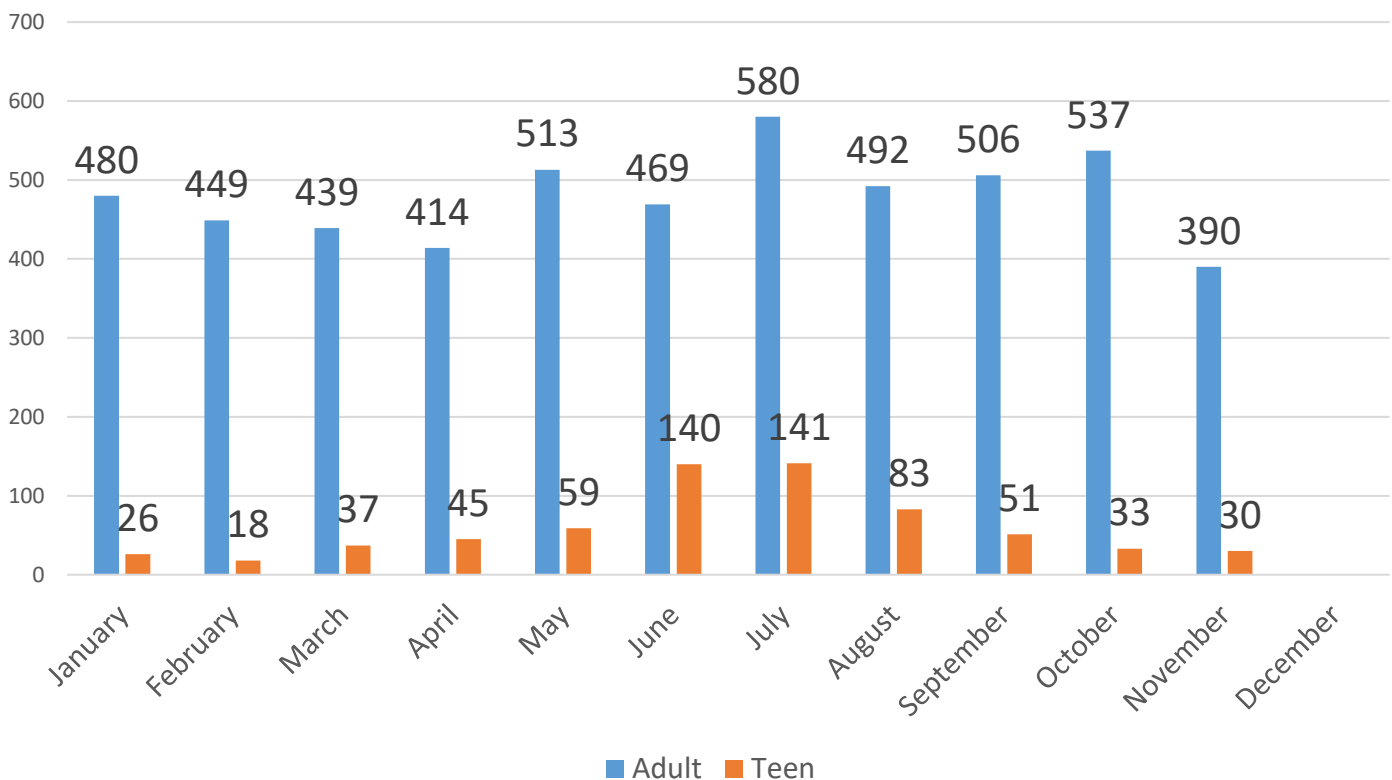
The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the facilities.



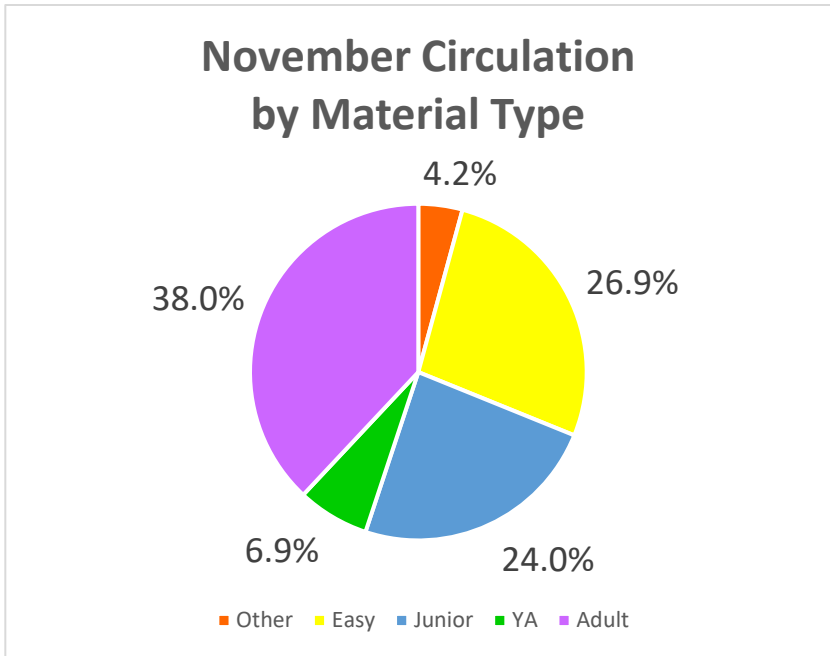
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	4.2%	26.9%	24.0%	6.9%	38.0%
2 - Adult Audiobook	123	248	1577	1404	405	2228
3 - Adult DVDs	299					
4 - Adult Fiction	831					
5 - Adult Graphic Novel	7					
6 - Adult Nonfiction	419					
7 - Board Book	109					
8 - Children's CD Book	13					
9 - Children's Audiobook	43					
10 - Children's DVD	207					
11 - Children's Graphic Novel	0					
12 - Children's Reference	0					
14 - Equipment	2					
16 - Fantasy	12					
17 - Other Language F/NF	21					
19 - Junior Fiction	511					
20 - Junior Graphic Novel	285					
21 - Junior Nonfiction	358					
22 - Large Print	155					
23 - Magazine	12					
25 - Mystery	455					
30 - Oversize	0					
34 - Picture Book	1037					
35 - Prof Collection	50					
36 - Reader	368					
37 - Reference	0					
39 - Science Fiction	57					
42 - Western	25					
44 - Young Adult Audiobook	11					
45 - Young Adult DVD	41					
46 - Young Adult Fiction	153					
47 - Young Adult Graphic Novel	177					
48 - Young Adult Nonfiction	23					
OTAP	5					
Off Site	0					
None/On-the-fly	53					
TOTAL	5862					



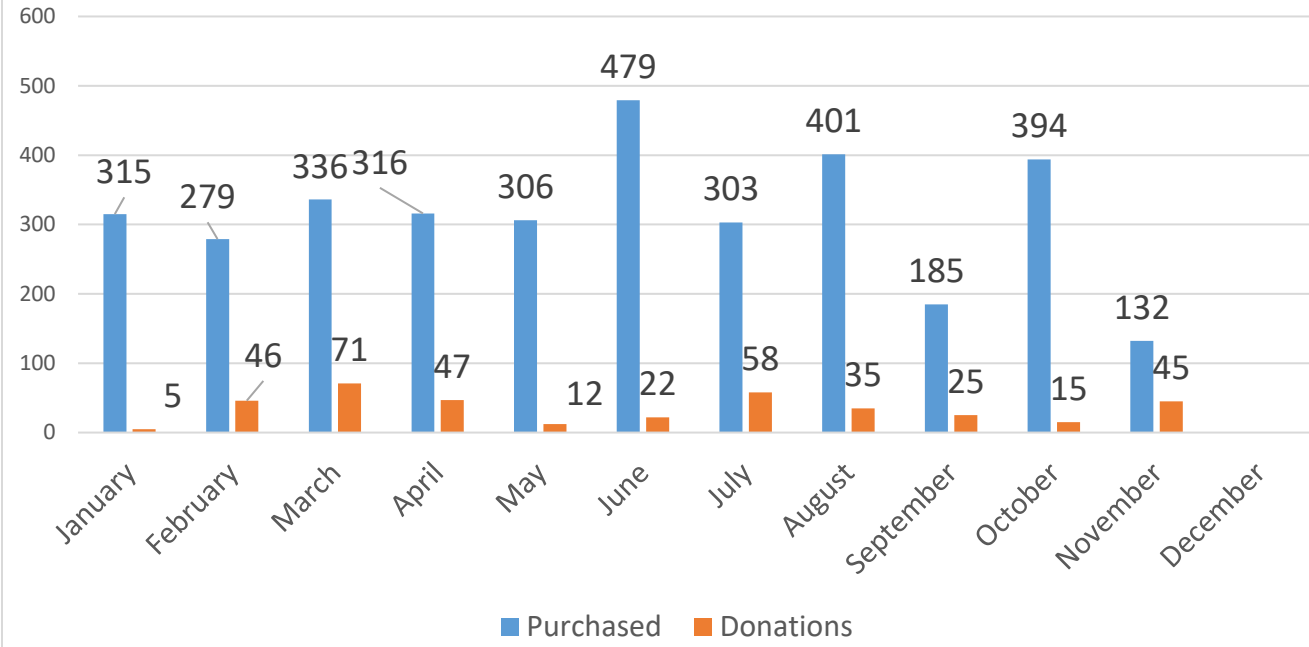
NEW Items Snapshot - December 2, 2024

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4515	944	20.91%
Picture Books	829	187	22.56%
Adult Fiction	659	213	32.32%
Junior Fiction	502	42	8.37%
YA Fiction	272	14	5.15%

Circulation Snapshot - December 2, 2024

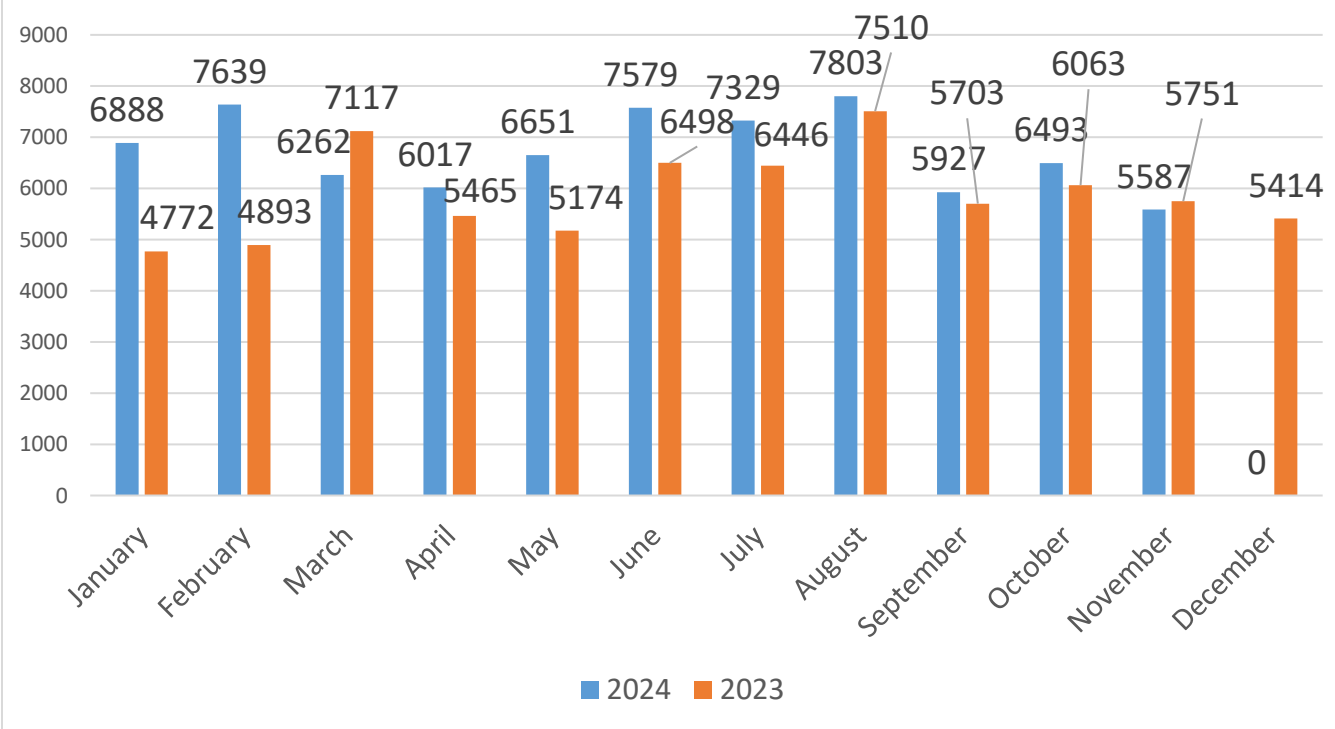
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	67	0.1	0	0
2 - Adult Audiobook	1685	2	101	6
3 - Adult DVDs	1837	2.2	118	6.4
4 - Adult Fiction	14094	17.1	823	5.8
5 - Adult Graphic Novel	374	0.5	14	3.7
6 - Adult Nonfiction	13719	16.7	696	5.1
7 - Board Book	710	0.9	159	22.4
8 - Children's CD Book	109	0.1	15	13.8
9 - Children's Audiobook	681	0.8	41	6
10 - Children's DVD	879	1.1	109	12.4
11 - Children's Graphic Novel	6	0	2	33.3
12 - Children's Reference	177	0.2	0	0
14 - Equipment	12	0	1	8.3
16 - Fantasy	254	0.3	29	11.4
17 - Other Language F/NF	1105	1.3	30	2.7
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5844	7.1	712	12.2
20 - Junior Graphic Novel	1705	2.1	358	21
21 - Junior Nonfiction	9120	11.1	449	4.9
22 - Large Print	1567	1.9	138	8.8
23 - Magazine	3665	4.5	11	0.3
25 - Mystery	6094	7.4	351	5.8
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	6212	7.6	958	15.4
35 - Prof Collection	315	0.4	35	11.1
36 - Reader	2192	2.7	416	19
37 - Reference	518	0.6	1	0.2
39 - Science Fiction	1330	1.6	64	4.8
42 - Western	768	0.9	27	3.5
44 - Young Adult Audiobook	292	0.4	11	3.8
45 - Young Adult DVD	444	0.5	52	11.7
46 - Young Adult Fiction	3367	4.1	235	7
47 - Young Adult Graphic Novel	1638	2	200	12.2
48 - Young Adult Nonfiction	943	1.1	44	4.7
49 - Young Adult Reference	0	0	0	0
50 - OTAP	425	0.5	17	4
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	82202		6217	7.6

Items Added



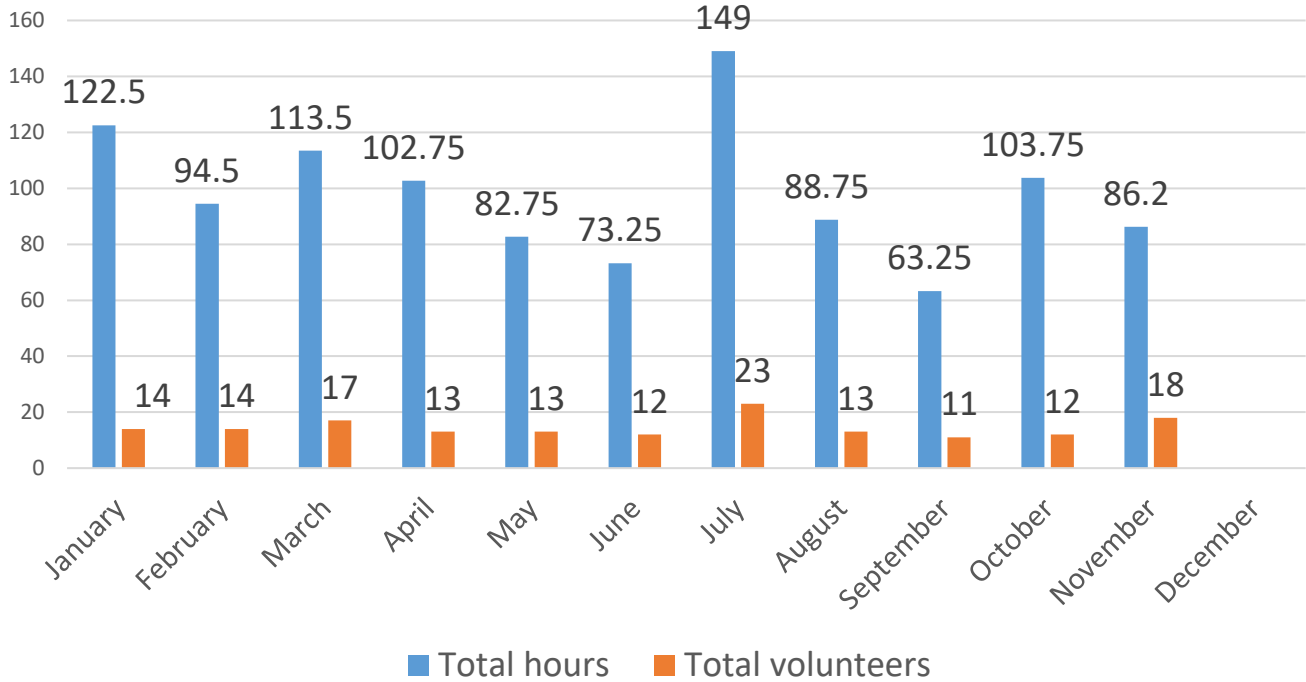
Total value added to collection
November 2024 - \$3878.92

Door Count

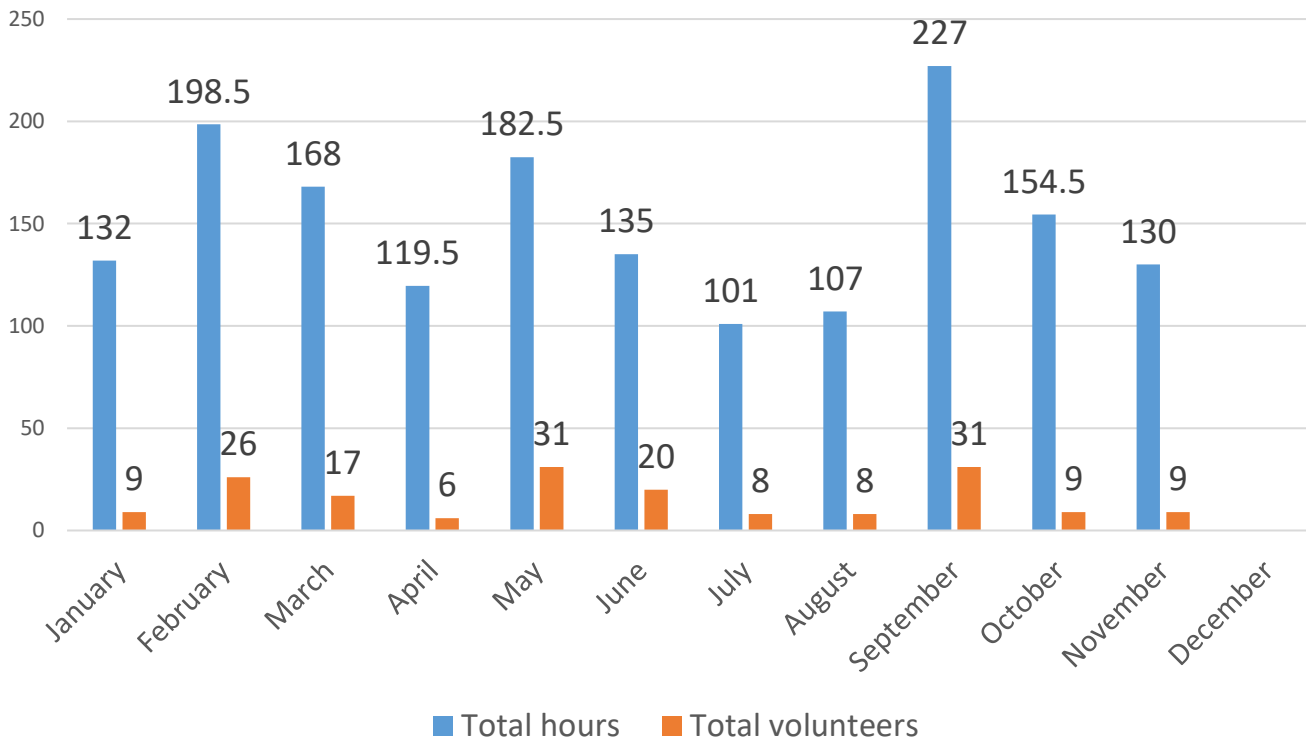


Library Card Sponsorship Program
Number of cards issued FY 2024-25 – 0

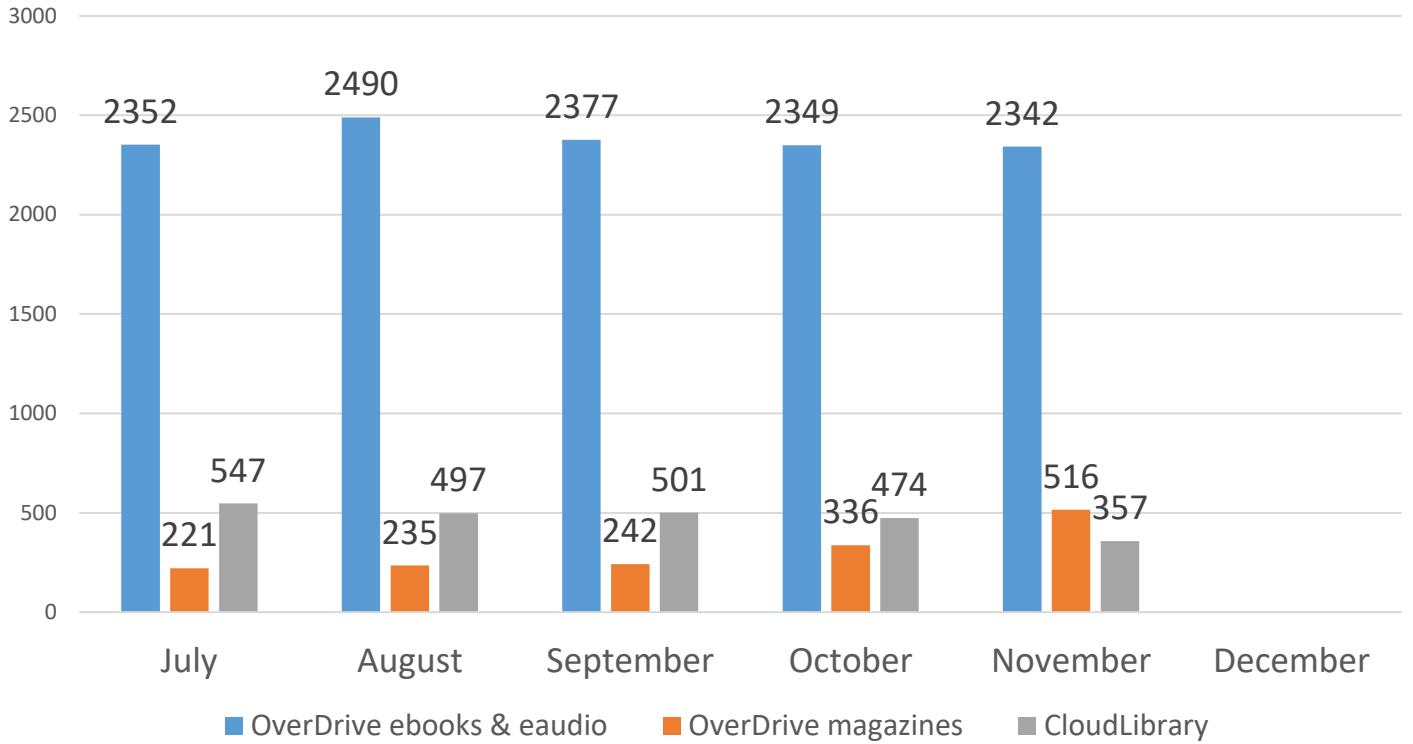
Volunteer Contribution - Library



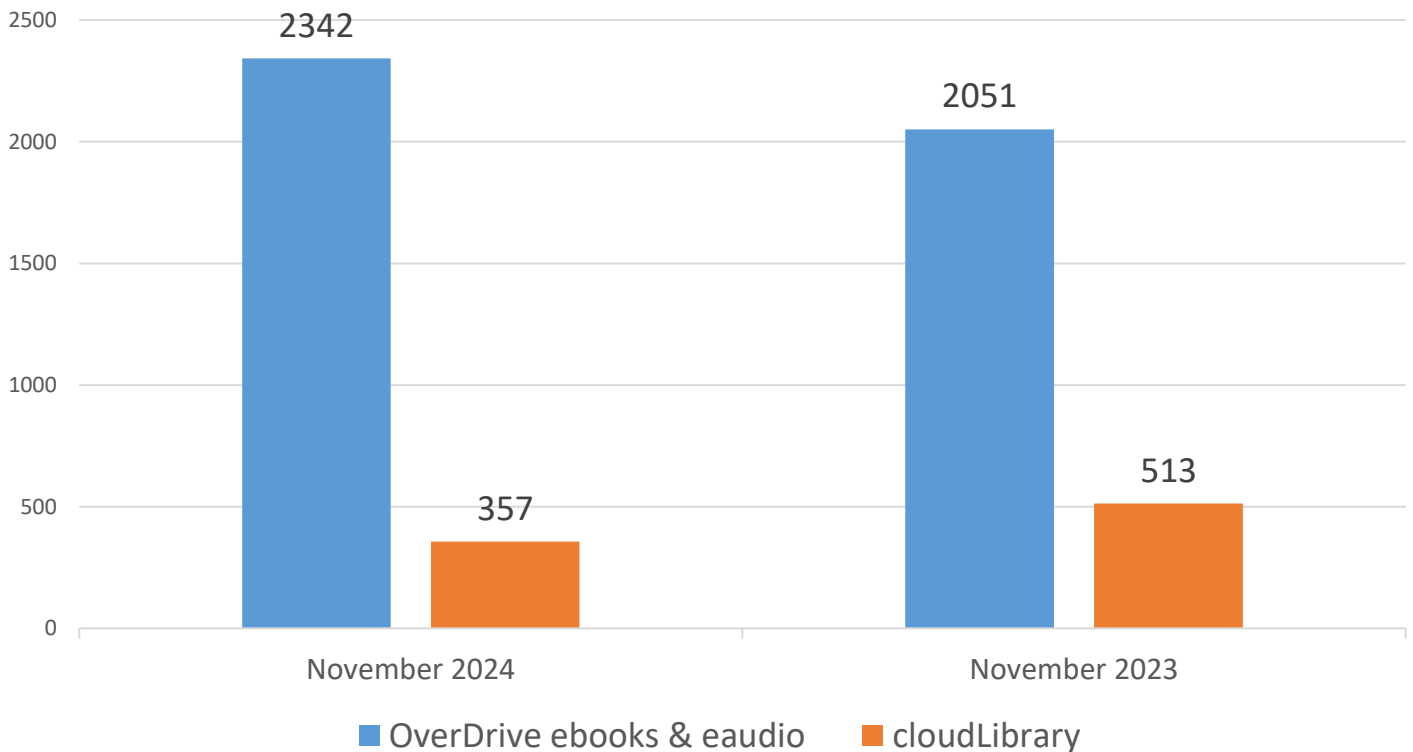
Volunteer Contribution - Friends of the Library



Electronic Materials Checkouts



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
11/6/2024	storytime	29	x		
11/7/2024	storytime	13	x		
11/13/2024	storytime	37	x		
11/14/2024	storytime	15	x		
11/20/2024	storytime	41	x		
11/21/2024	storytime	16	x		
11/27/2024	storytime	20	x		
	TOTAL	171			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
11/7/2024	Artist-Matisse	12	x		
11/14/2024	Lego - Vehicles	4	x		
11/21/2024	STEAM - Slime	11	x		
	TOTAL	27			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
11/6/2024	Teen Crafting - Perler Beads	6	x		
11/12/2024	Horizons- Perler Beads	16	x		
11/14/2024	Jolane Literacy Event	87		x	
11/20/2024	Teen Volunteering	0	x		
	TOTAL	109			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
11/12/2024	Online Book Group	3			x
11/14/2024	AATH - Dr. David Luebke	66	x		
11/21/2024	Silent Book Group	5	x		
	TOTAL	74			

Live All Ages Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
11/26/2024	Maker Space	6	x		
	TOTAL	6			

Grab-and-Go Craft Kits					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
11/12/2024	Left Over Crafts	80			
11/26/2024	Kids & Adults - Paint Easel	200			
	TOTAL	280			