



Jim 6/15/23

**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, JUNE 20, 2023**

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
Juliet Rutter

Francesca Guyer
Kelly Peter

III. APPROVAL OF MINUTES

A. May 16, 2023

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.

Comments also 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, June 20, 2023**. 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.

IV. BUSINESS FROM THE COMMISSION

V. NEXT MEETING DATE: July 18, 2023

VI. INFORMATIONAL

- A. Monthly Statistics
- B. Summer Reading Program
- C. Grants Update

VII. ADJOURNMENT

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act.
TDD users, please call Oregon Telecommunications Relay Service at 800-735-2900.

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
May 16, 2023**

CALL TO ORDER:

Commissioner Elder called the regular meeting of the Roseburg Library Commission to order at 4:00 p.m. on May 16, 2023, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon and electronically via Zoom.

ROLL CALL:

Present: Commissioners Mandy Elder, Marcy Tassano, Juliet Rutter, Francesca Guyer and Kelly Peter.

Absent: Chair Andrea Zielinski and Commissioner Theresa Lundy

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Ropp, City Recorder Patty Hitt and Management Staff Assistant Autumn David

Others Present: None

APPROVAL OF MINUTES:

Commissioner Tassano moved to approve the April 18, 2023, minutes. The motion was seconded by Commissioner Peter and approved with the following vote: Commissioners Elder, Tassano, Rutter, Guyer, and Peter voted yes. No one voted no.

BUSINESS FROM THE COMMISSION:

Commissioner Peter shared that she was moving out of state; therefore, she would be resigning from the Library Commission effective in June. Director Wiley requested Commissioner Peter send an email with her resignation.

Commissioner Tassano reported the Friends of the Library summer book sale would be held in June in the Ford Room at the Roseburg Public Library. This was a better book sale; books were in excellent condition and both new and used books were available. Volunteers were needed to help with setup on Wednesday, May 31 at 2 p.m.; volunteers do not need to sign up.

Director Wiley reported the Friends of the Library provided a check to the library for \$5000 for the first quarter 2023 donation. Funds were used in a variety of ways to support library functions and staff was very grateful for the partnership with the Friends. Commissioner Tassano reminded everyone there was a Friends of the Library Bookstore located within the library.

Director Wiley shared that the library held a volunteer appreciation breakfast on Saturday, May 13. The event was well attended and staff enjoyed recognizing volunteers for the resources and benefits they provide to the community.

NEXT MEETING DATE:

Tuesday, June 20, 2023, at 4:00 p.m. This will be a hybrid meeting.

INFORMATIONAL:

Library Cardholders Dashboard

Director Wiley demonstrated the new library cardholder's dashboard, which was developed by Spencer Keller for his graduate school project at Portland State University. The dashboard would be updated at least annually, and would primarily be used by staff to strengthen grant applications. A public interface would go live by the end of 2023.

In response to Commissioner Tassano, Director Wiley explained that only one library card was required per household; therefore, a household may have one student card issued and multiple people in that household could use that card.

The dashboard uses general census data and statistics show the closer someone lives to the library the more likely they would be to have a library card. Director Wiley stated it would be interesting to see how trends change over time.

Financial assistance for library cards was based on SNAP benefit eligibility. Commissioner Elder stated that in that situation, for people who live outside city limits, there could be a gap between being eligible for SNAP benefits and being able to afford a library card.

Commissioner Rutter suggested statistics on community members who check out audio books versus hard copy books could be used to determine the most common ways people engage with the library. Director Wiley stated the information could be collected; however, the benefit of the information may not outweigh the time expended to gather the information. Commissioner Rutter added the idea was that the information could be used to promote virtual and audio options and extend outreach further in the community by providing easier access to the library. The library's Facebook page could be utilize to help expand that outreach.

Monthly Statistics

Director Wiley presented the monthly statistics. Numbers were down compared with March, and that was continuing in May. Staff contributes the decreased numbers to warmer weather, end of school year, and staff's break from children's programs to prepare for the Summer Reading Program. Twenty-nine percent of circulation was digital materials.

In response to Commissioner Tassano, Director Wiley stated the active users list includes anyone in the system that used a library card within the last 24 months. A statistic could be added to show how many people actually used their library card to check out materials within a particular month.

Programming

Director Wiley reported that 67 people attended Larry Broecker's geology of Crater Lake program, and 33 people attended the oak trees presentation by Steve Denney in partnership with the Umpqua Valley Audubon Society.

The library would host author TJ Klune for a book discussion and signing on Thursday, May 18 at 7 p.m. The library would give away 40 copies of his new book, "In the Lives of Puppets," which was made possible by the Friends of the Roseburg Public Library and While Away Books.

Library programs are listed on the Events Calendar at www.roseburgpubliclibrary.org.

Librarian Ropp reported children's programs were on break for the month of May for staff to prepare for the Summer Reading Program. Craft kits would still be prepared through the month and Spanish Club with Julia Masner would still take place.

Summer Reading Program

Librarian Ropp reported planning for the Summer Reading Program was in full swing. Additional staff would be on board to help with the program and many fun events were planned.

Staff plans to follow the Lunchbox Express, go out to Winchester Elementary School's summer session, visit the Boys and Girls Club, and the new Sunshine Apartments to deliver reading logs, free books, prizes, and craft kits to students. Reading logs and book reviews return and StoryWalks® would resume with two new stories. Weekly programming for children and teens would be held at the park and at the library. The library purchased Meta Quest virtual reality video games, which would be used every other Thursday throughout the summer.

Harry Potter Day would return on July 29, 2023; another quilt would be given away along with many Harry Potter themed prizes. There would be crafts and several activities were planned.

Director Wiley thanked the major sponsors of the Summer Reading Program, which include Karen Wittwer, Friends of the Roseburg Public Library, State Library of Oregon, Roundhouse Foundation, Douglas County Cultural Coalition, and The Whipple Foundation.

Director Wiley reported the Summer Reading Program for adults was sponsored by the Friends of the Roseburg Public Library.

The main component of the program was a log with 30 prompts to help guide patrons' reading. For each book logged, the patron would receive one entry into the prize drawing. Based on patron feedback, the library would give away 12 \$25 gift cards to businesses located in Roseburg.

Every time a patron logs five books, they would be eligible to receive a free book from the library. A weekly survey or quiz would be available, and patrons who participate would be eligible to receive a \$10 gift card.

Director Wiley stated the Summer Reading Program web page was live on the library's website at www.roseburgpubliclibrary.org; however, some of the links would not go live until June 1, 2023.

The Summer Reading Program runs from June 1 through August 26.

Grants Update

Director Wiley reported the library received a National Endowment for the Humanities Great Stories Club grant from the American Library Association. Librarian Ropp and Kenny Wong, Equity Coach at the Douglas Education Service District, would facilitate a four-part book club with a cohort of the Students of Color Student Union during the 2023-24 school year.

The library intends to apply for a \$6000 Digital Literacy Workshop Incentive grant from the Public Library Association that would fund efforts to develop basic computer and smartphone programs.

Other

Director Wiley reported the City's Budget Committee tentatively approved the budget for next fiscal year. The City Council would adopt the budget in June. The library's budget maintains status quo staff and services.

In response to Commissioner Rutter, Director Wiley stated because of the size of the department, library staff needed a day they could work uninterrupted to plan and organize. The library was closed on Monday so it could be open on Saturday. Librarian Ropp added it was important for the closed day to be during the regular business week so that staff could conduct business and hold meetings. Director Wiley shared that she had considered adding hours on other days, but that decision would be dependent on staffing.

ADJOURNMENT:

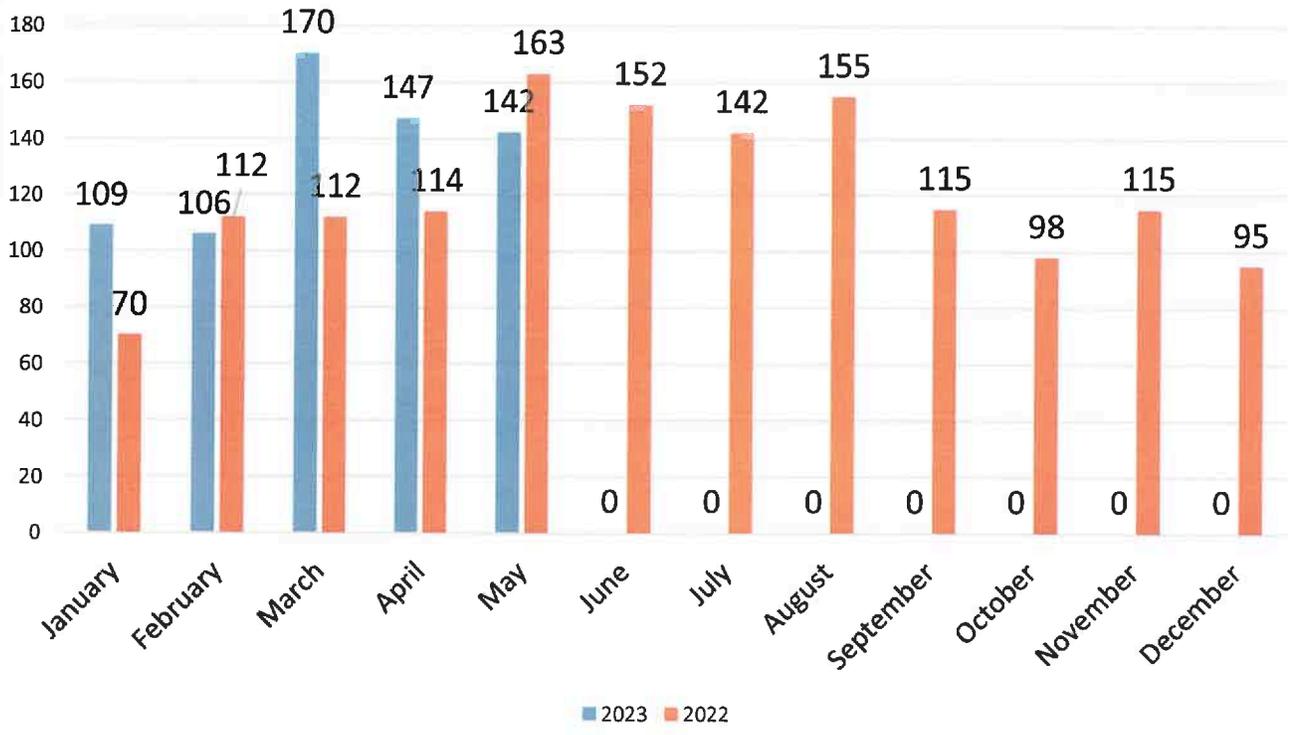
The meeting adjourned at 4:46 p.m. The next meeting is scheduled for Tuesday, June 20, 2023, at 4:00 p.m.

Respectfully submitted,

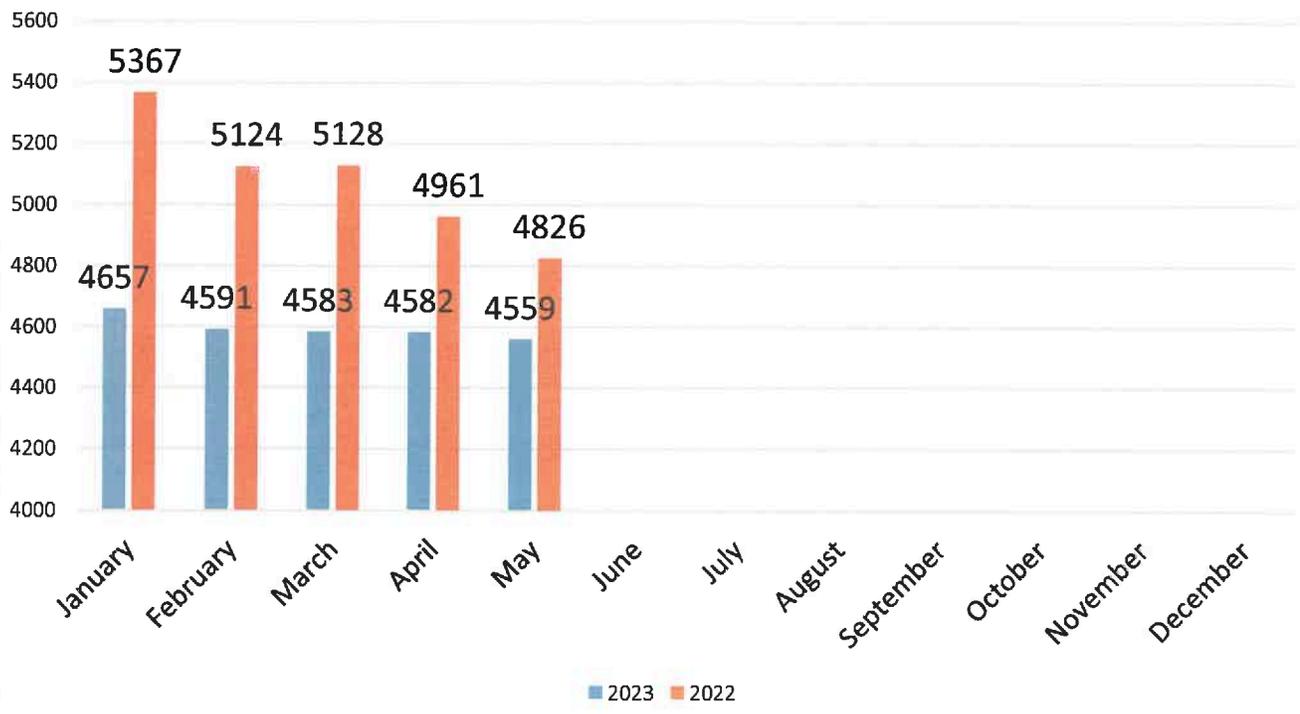
Autumn David

Autumn David, Management Staff Assistant

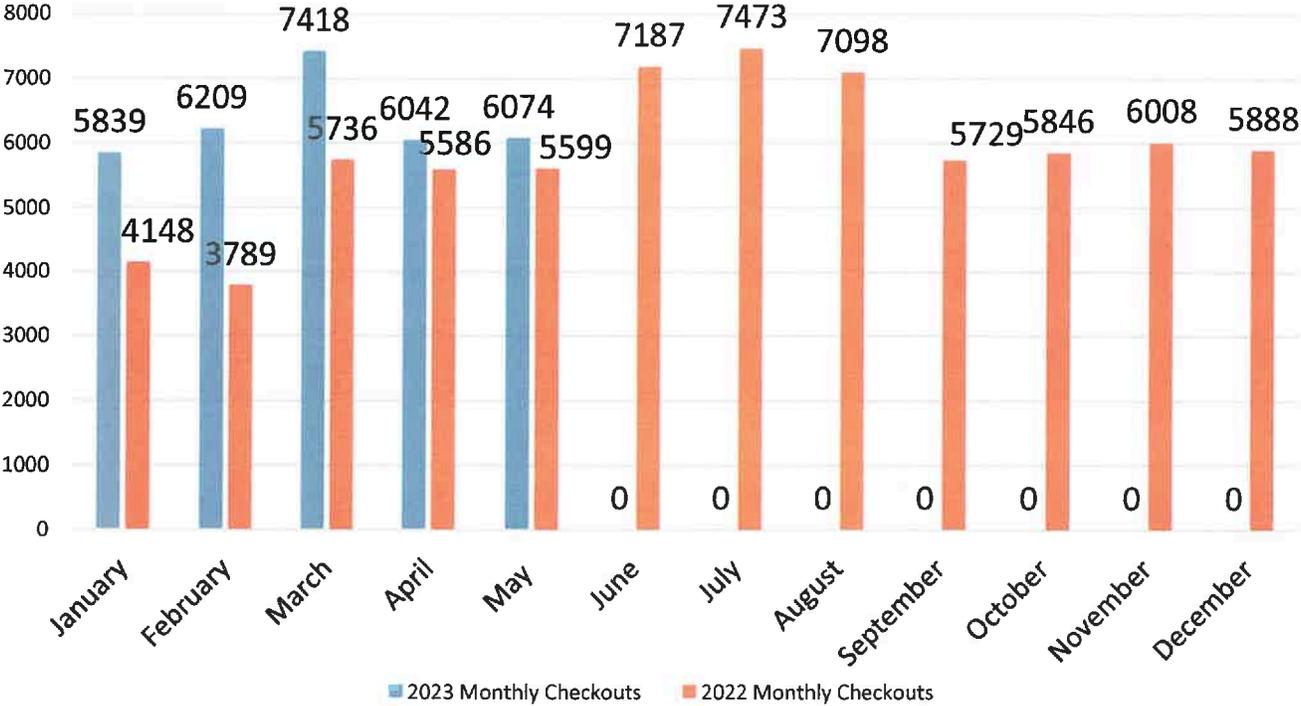
New Users



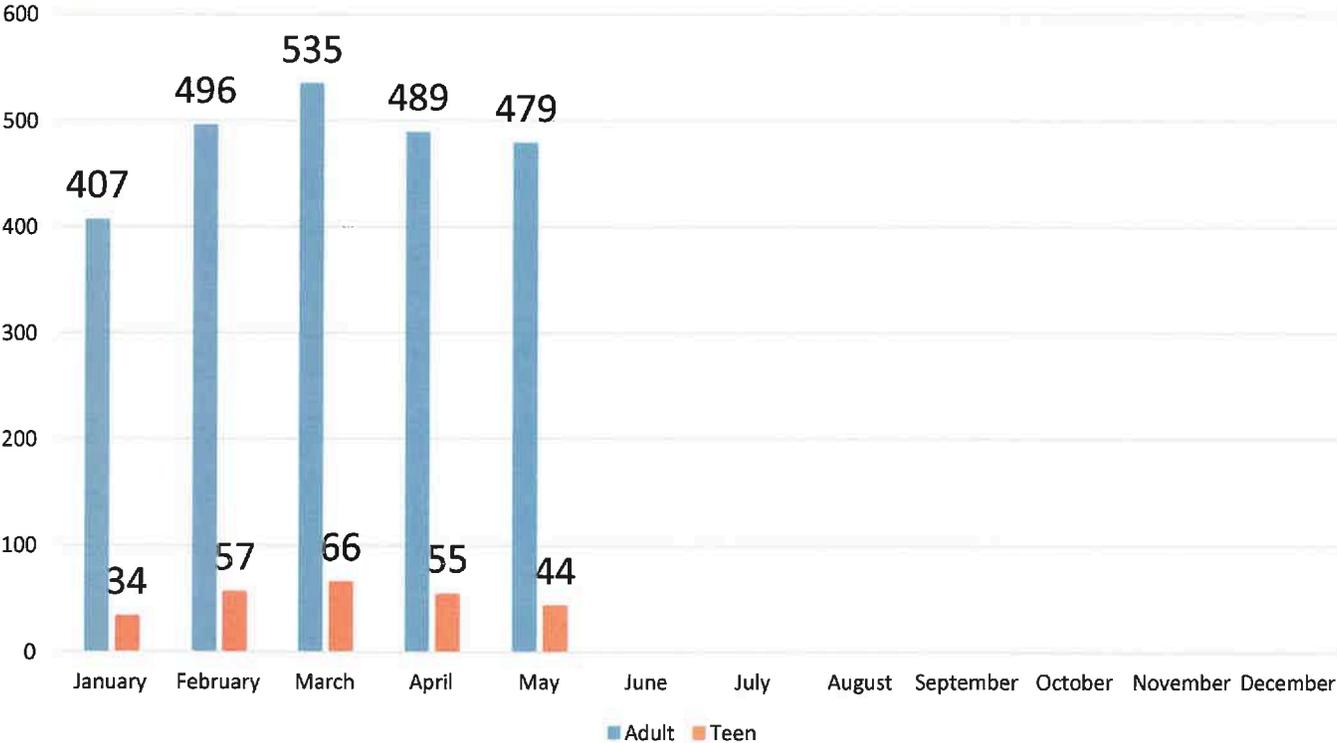
Total Active Users Monthly Comparison



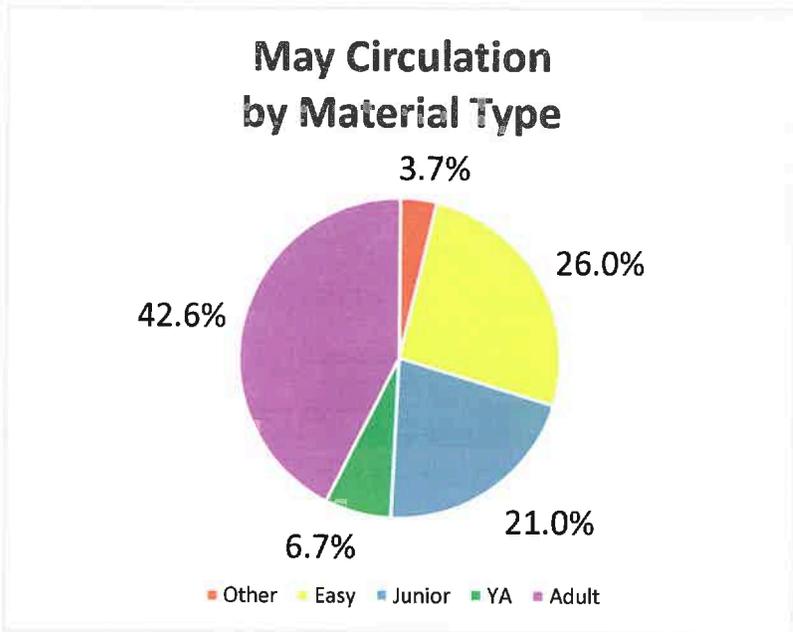
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	1	3.7%	26.0%	21.0%	6.7%	42.6%
2 - Adult Audiobook	160	223	1582	1276	405	2588
3 - Adult DVDs	291					
4 - Adult Fiction	922					
5 - Adult Graphic Novel	27					
6 - Adult Nonfiction	518					
7 - Board Book	218					
8 - Children's CD Book	12					
9 - Children's Audiobook	56					
10 - Children's DVD	131					
11 - Children's Graphic Novel	0					
12 - Children's Reference	3					
14 - Equipment	1					
16 - Fantasy	19					
17 - Other Language F/NF	14					
19 - Junior Fiction	447					
20 - Junior Graphic Novel	239					
21 - Junior Nonfiction	403					
22 - Large Print	107					
23 - Magazine	40					
25 - Mystery	570					
30 - Oversize	0					
34 - Picture Book	867					
35 - Prof Collection	45					
36 - Reader	437					
37 - Reference	2					
39 - Science Fiction	34					
42 - Western	45					
44 - Young Adult Audiobook	6					
45 - Young Adult DVD	73					
46 - Young Adult Fiction	133					
47 - Young Adult Graphic Novel	159					
48 - Young Adult Nonfiction	34					
OTAP	20					
Off Site	0					
None/On-the-fly	40					
TOTAL	6074					



NEW Items Snapshot - June 2, 2023

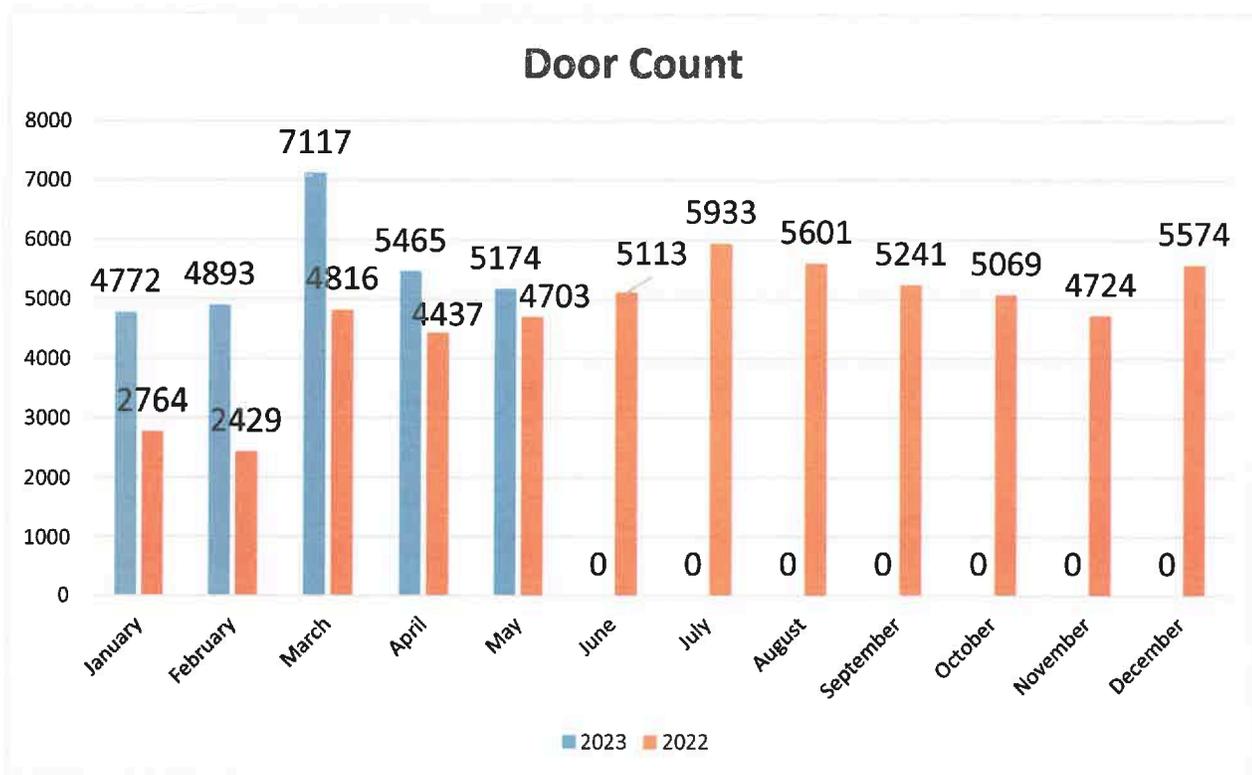
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3893	899	23.09%
Picture Books	597	119	19.93%
Adult Fiction	756	239	31.61%
Junior Fiction	331	34	10.27%
YA Fiction	249	14	5.62%

Circulation Snapshot - June 2, 2023

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1649	2.1	98	5.9
3 - Adult DVDs	1739	2.2	100	5.8
4 - Adult Fiction	13206	17	732	5.5
5 - Adult Graphic Novel	365	0.5	20	5.5
6 - Adult Nonfiction	13521	17.4	597	4.4
7 - Board Book	652	0.8	156	23.9
8 - Children's CD Book	111	0.1	6	5.4
9 - Children's Audiobook	667	0.9	49	7.3
10 - Children's DVD	853	1.1	88	10.3
11 - Children's Graphic Novel	4	0	1	25
12 - Children's Reference	177	0.2	0	0
14 - Equipment	9	0	1	11.1
16 - Fantasy	212	0.3	22	10.4
17 - Other Language F/NF	836	1.1	24	2.9
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5277	6.8	566	10.7
20 - Junior Graphic Novel	1362	1.8	252	18.5
21 - Junior Nonfiction	8791	11.3	418	4.8
22 - Large Print	1906	2.5	95	5
23 - Magazine	3542	4.6	23	0.6
25 - Mystery	5798	7.5	381	6.6
27 - Newspaper	6	0	0	0
30 - Oversize	19	0	1	5.3
34 - Picture Book	5636	7.3	761	13.5
35 - Prof Collection	317	0.4	33	10.4
36 - Reader	1981	2.6	362	18.3
37 - Reference	505	0.7	0	0
39 - Science Fiction	1298	1.7	34	2.6
42 - Western	710	0.9	21	3
44 - Young Adult Audiobook	288	0.4	4	1.4
45 - Young Adult DVD	436	0.6	51	11.7
46 - Young Adult Fiction	3038	3.9	188	6.2
47 - Young Adult Graphic Novel	1385	1.8	157	11.3
48 - Young Adult Nonfiction	919	1.2	46	5
49 - Young Adult Reference	0	0	0	0
50 - OTAP	355	0.5	23	6.5
51 - Off Site	1	0	0	0
Total	77598		5310	6.8

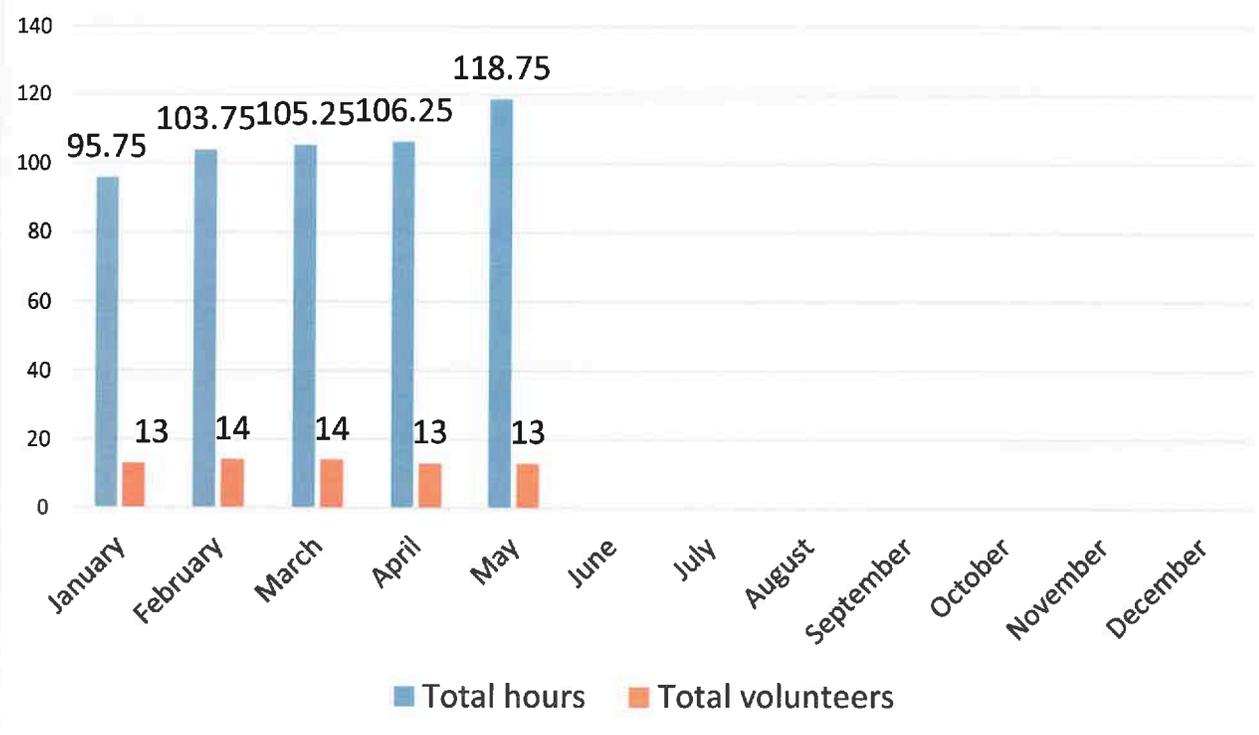


Total value added to collection
May 2023 - \$9021.38

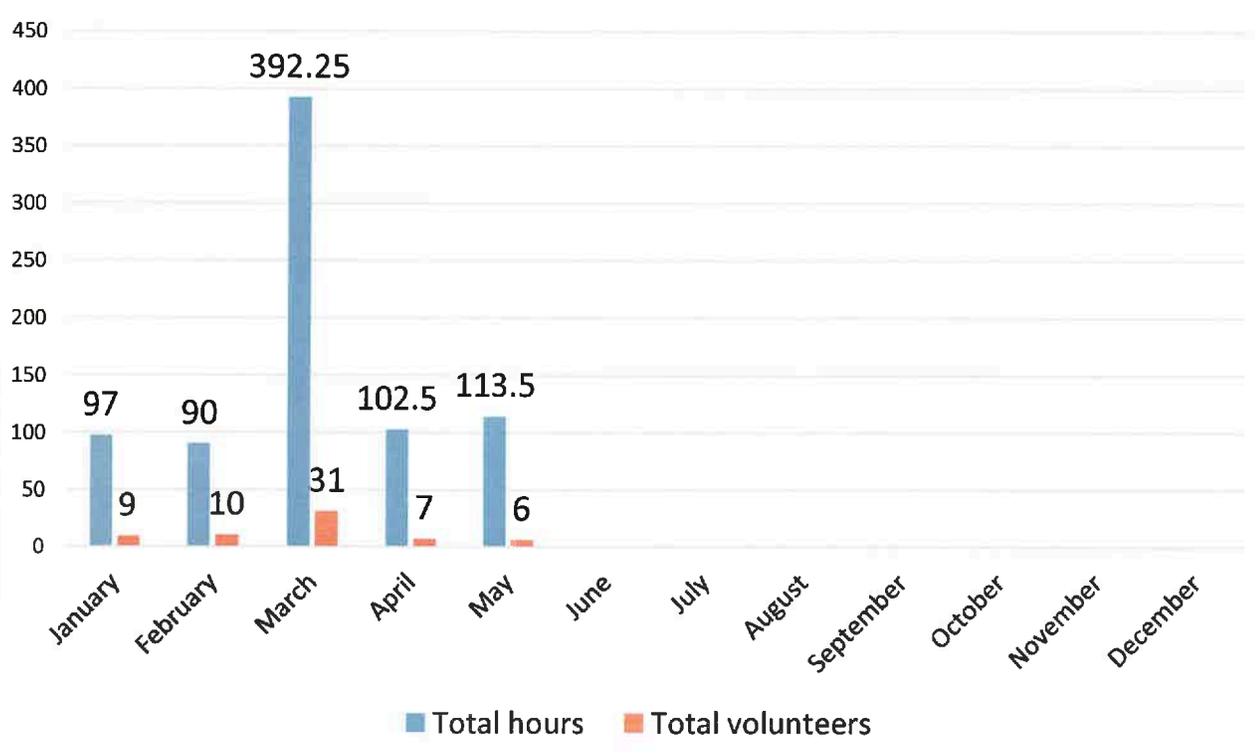


Library Card Sponsorship Program
Number of cards issued FY 2022-2023 – 48

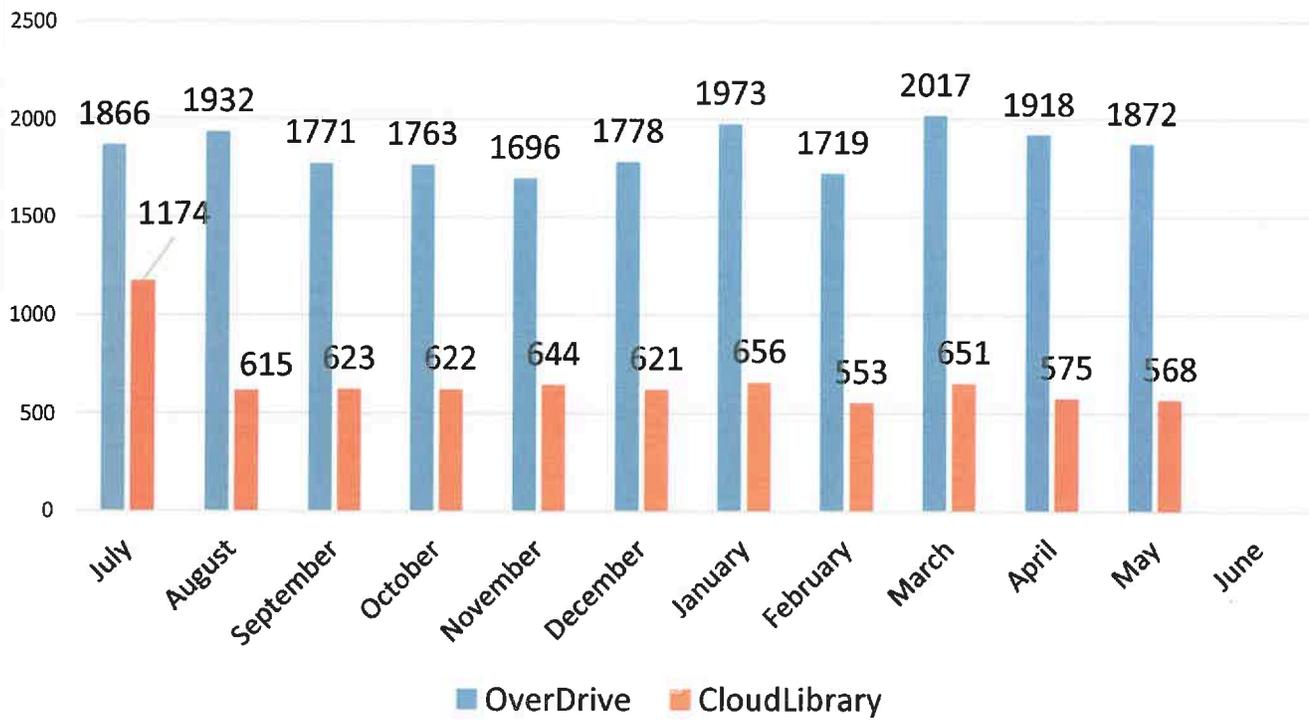
Volunteer Contribution - Library



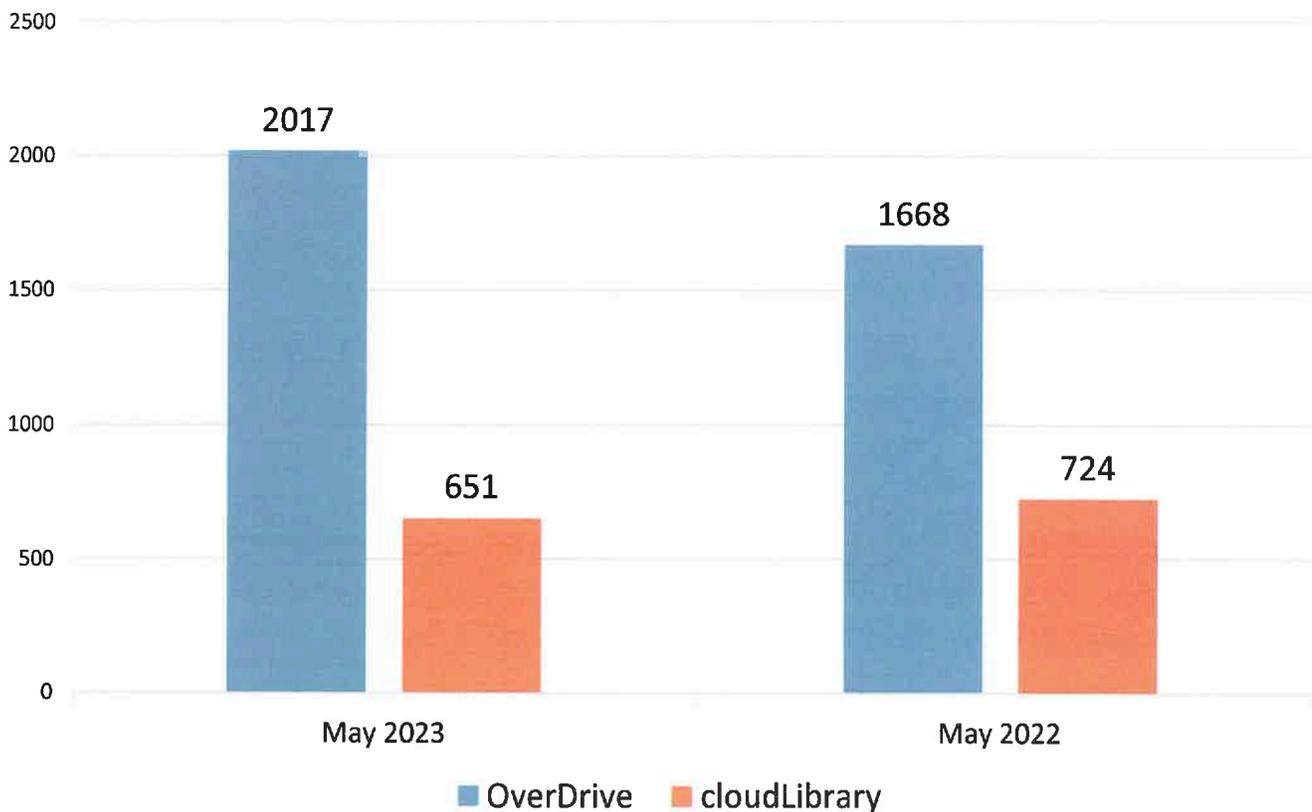
Volunteer Contribution - Friends of the Library



FY 2022-2023 OverDrive & cloudLibrary Circulation



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 6-11

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
5/3/2023	Spanish Club	8	x		
5/18/2023	FirGrove 3rd graders	21	x		
5/25/2023	Winchester Elementary outreach	159		x	
5/30/2023	Fullerton Outreach	382		x	
	TOTAL	570			

Live Adult Programs

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
5/3/2023	Oak Trees of Oregon	33	x		
5/16/2023	Online Book Group	8			x
5/18/2023	Author TJ Klune	110	x		
	TOTAL	151			

Live Programs for All Ages

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
5/24/2023	Boys & Girls Club Outreach	30		x	
	TOTAL	30			

Grab-and-Go Craft Kits

Date		Number distributed
5/2/2023	Mom day card & Shrinky Dink	114
5/16/2023	Windsock	114
5/30/2023	Clothespin Airplanes	120
	TOTAL	348