



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, AUGUST 15, 2023**

pk
8/10/23

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: Mandy Elder Francesca Guyer Theresa Lundy
 Shirley Lindell Juliet Rutter Marcy Tassano

III. APPROVAL OF MINUTES

A. July 18, 2023

IV. DISCUSSION ITEM

A. Amending Fee Schedule

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, August 15, 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.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: September 19, 2023

VII. INFORMATIONAL

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

VIII. 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
July 18, 2023**

CALL TO ORDER:

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:00 p.m. on July 18, 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: Chair Andrea Zielinski and Commissioners Francesca Guyer, Shirley Lindell, Theresa Lundy, Juliet Rutter, and Marcy Tassano

Absent: Commissioner Mandy Elder

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

Others Present: None

Introductions were made.

APPROVAL OF MINUTES:

Commissioner Guyer moved to approve the June 20, 2023, minutes. The motion was seconded by Commissioner Lundy and approved with the following vote: Chair Zielinski and Commissioners Guyer, Lindell, Lundy, Rutter, and Tassano, voted yes. No one voted no.

BUSINESS FROM THE COMMISSION:

Commissioner Tassano reported the Friends of the Library provided a check to the library for \$1466 from book sales. The Friends of the Library summer book sale was scheduled for August 31 – September 2 and would be a bargain book sale.

Director Wiley thanked the Friends of the Library for their ongoing support. Donations from the Friends were split between youth and adult programming and supported a number of items from presentation speakers, craft kits supplies, Summer Reading Program prizes, and more.

NEXT MEETING DATE:

Tuesday, August 15, 2023, at 4:00 p.m. This will be a hybrid meeting.

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics. She reported that circulation in June was the highest in the library's history with 10,258 checkouts (74 percent physical items, 26 percent digital items). The previous record was 10,114 (96 percent physical items, 4 percent digital items) in January 2019. 62.8 percent of circulation was youth books.

The library issued 193 new cards last month, the most since January 2020 (229).

Programming numbers reflected the popularity of the Summer Reading Program and the library's outreach efforts. Nearly 1,500 craft kits were distributed last month.

Summer Reading Program

Director Wiley reported the Summer Reading Program continued through August 26. Adults were participating in the weekly bonus survey, and a couple of readers already submitted their first log, which meant they read 30 books since June 1.

Librarian Ropp reported the Youth Summer Reading Program was seeing a lot of involvement. 264 reading logs had already been submitted. Staff continued to follow the Roseburg School District Lunchbox Express and have reported increased involvement. Outreach continued at the Boys and Girls Club and Sunshine Apartments. Upcoming events include Harry Potter Day on July 29, Friday activities in the park, StoryWalk® at Beulah Park, and Wednesday Storytime at Stewart Park.

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

Staffing Update

Director Wiley reported Christian Sala would join the library team as the Resource Assistance for Rural Environments (RARE) member for the 2023-24 service term. Sala received a bachelor's degree in economics with a minor in art history from Rutgers University-New Brunswick. He has worked at the City of Eugene as a Recreation Coordinator for the past two years.

Grants Update

Director Wiley reported the library would apply for the annual Ready to Read grant from the State Library of Oregon to fund staff for the 2024 Summer Reading Program. The application was due August 31.

The library planned to apply by October to the American Library Association to host a traveling exhibit titled "Americans and the Holocaust." If successful, the library would use the Deer Creek Room for the exhibit for about six weeks and would be responsible for hosting four events in conjunction with the exhibit.

The library was closing out grants from The Ford Family Foundation for the storefront doors and the Roundhouse Foundation for the Summer Reading Program.

Other

Director Wiley reported the State Legislature approved statewide implementation of Dolly Parton's Imagination Library.

ADJOURNMENT:

The meeting adjourned at 4:20 p.m. The next meeting is scheduled for Tuesday, August 15, 2023, at 4:00 p.m.

Respectfully submitted,

Autumn David

Autumn David, Management Staff Assistant



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: August 15, 2023
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 August 15, 2023.

BACKGROUND

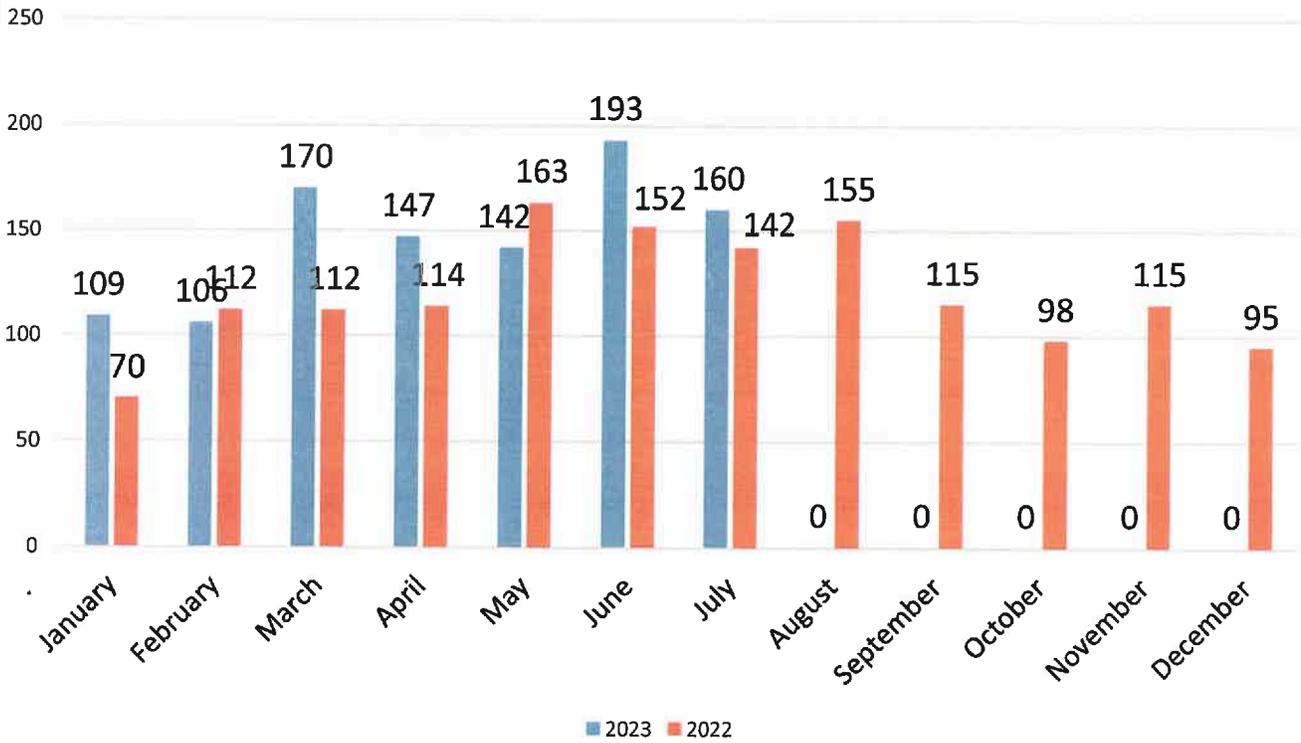
Discussion items.

The following is the discussion item on your agenda:

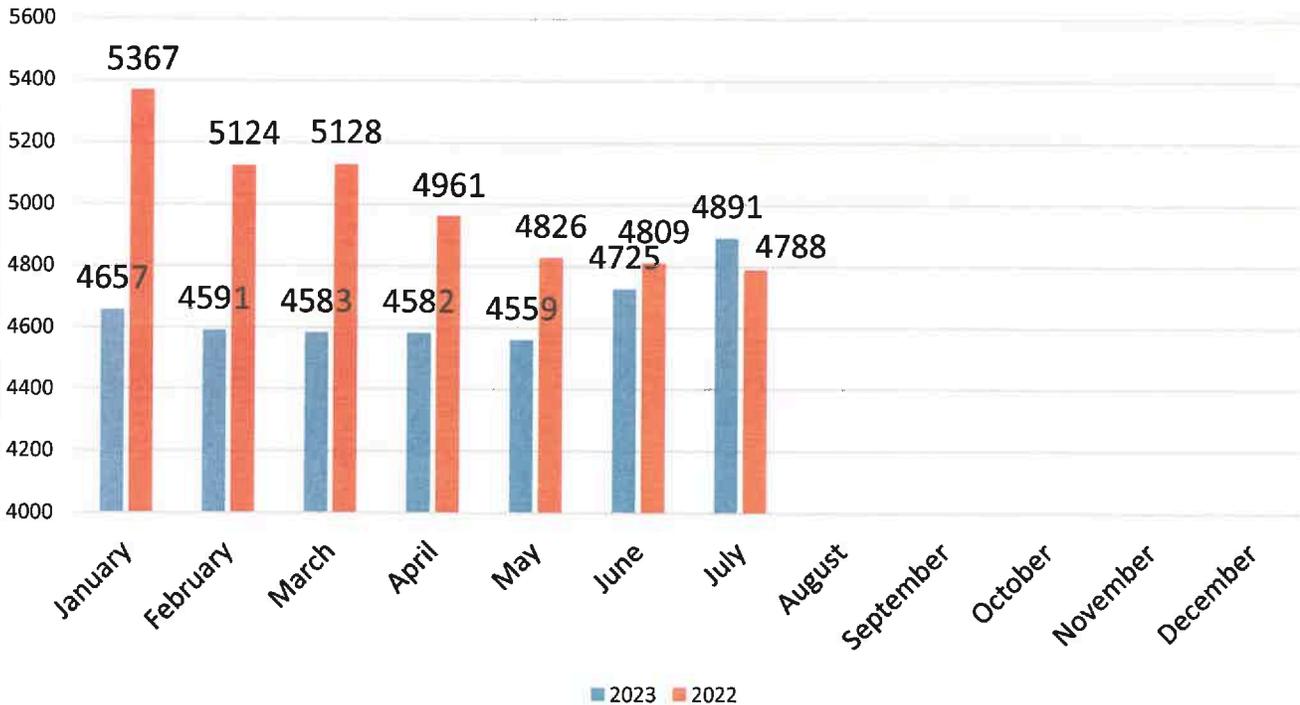
- A. **Amending Fee Schedule** – The library proposes adding a fee of \$150 to cover the cost of re-keying locks when a renter of the Ford Room loses the key. The Ford Room is available for rent to community members when the building is not staffed by library or Douglas Education Service District personnel. One key is given to the renter, and it provides access to the front door, the Ford Room and two restrooms located in the lobby. Based on a verbal quote from a local locksmith, \$150 will cover the vendor's costs.

SUGGESTED MOTION – I move that the Library Commission recommend the City Council adopt a resolution amending the Fee Schedule to include the cost of re-keying locks associated with renting the Ford Room.

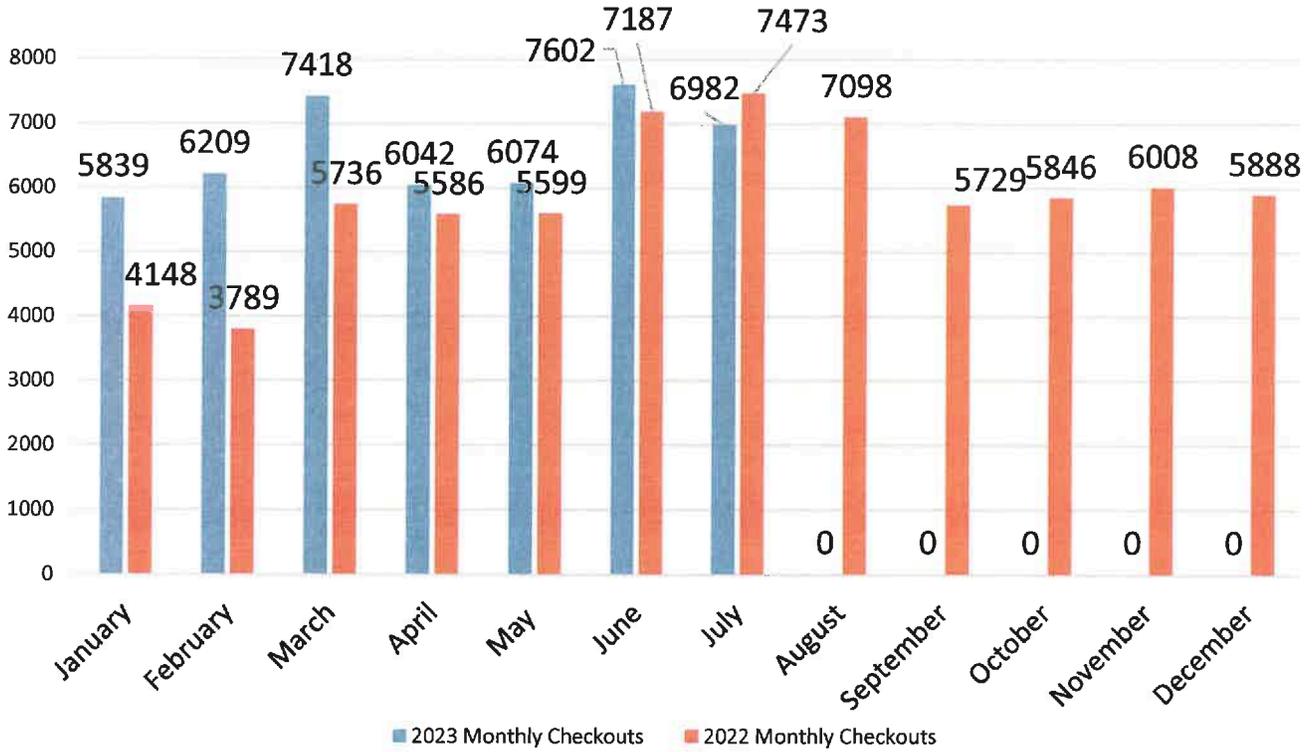
New Users



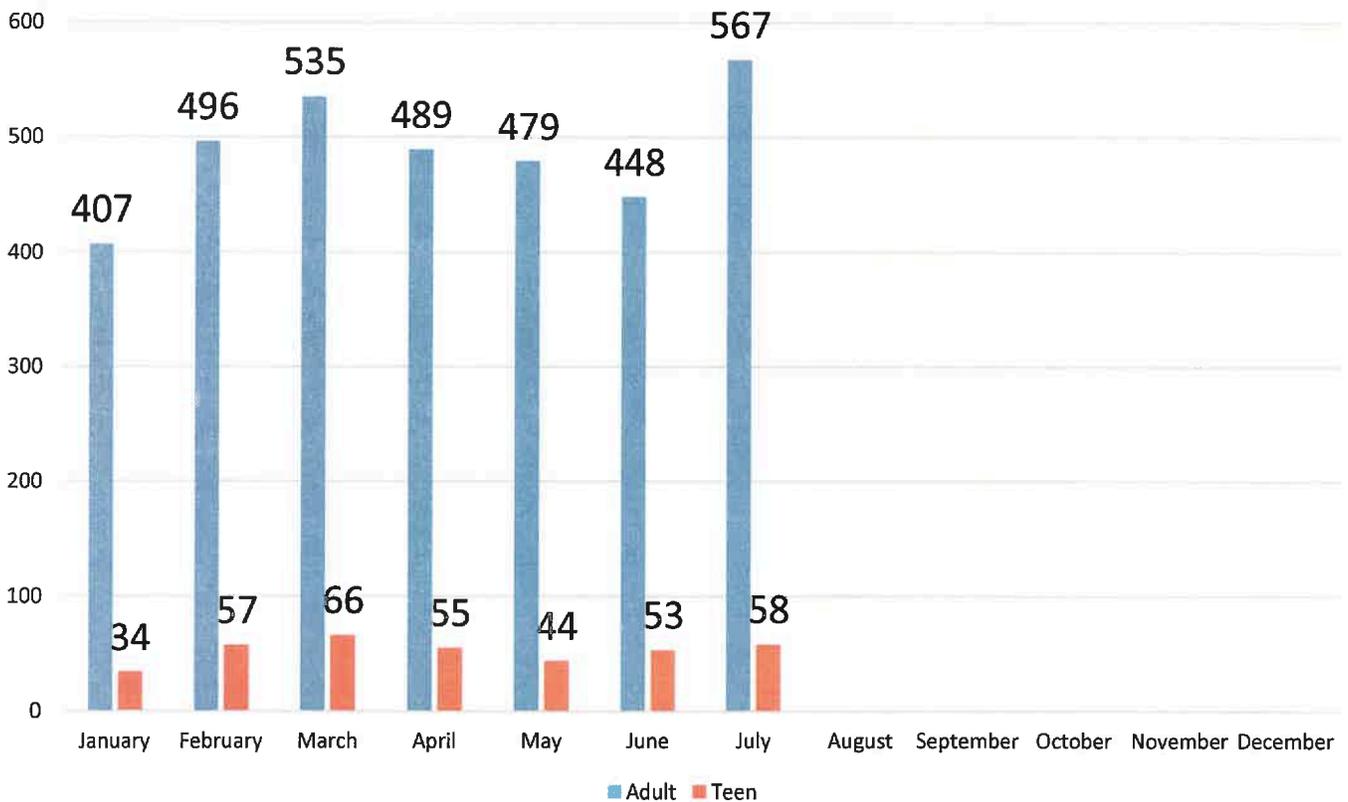
Total Active Users



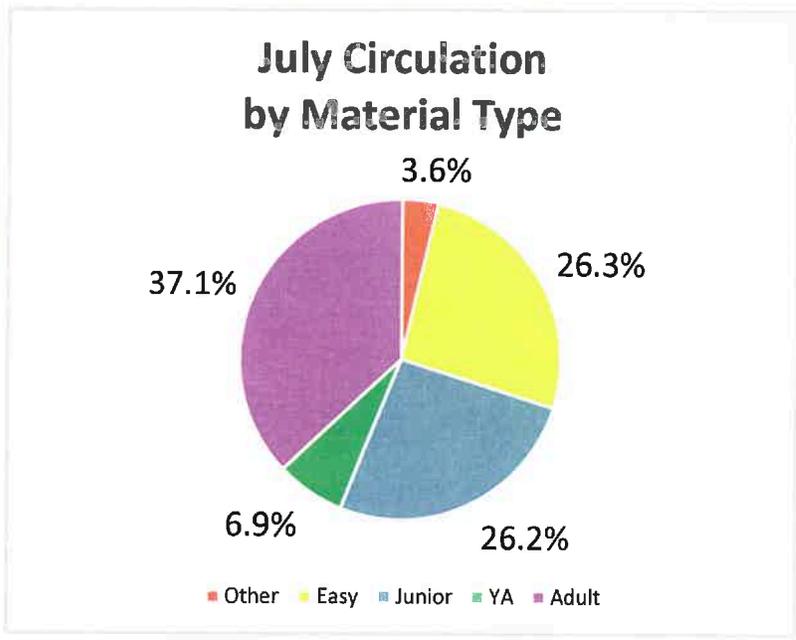
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	3.6%	26.3%	26.2%	6.9%	37.1%
2 - Adult Audiobook	103	251	1835	1827	482	2587
3 - Adult DVDs	243					
4 - Adult Fiction	990					
5 - Adult Graphic Novel	19					
6 - Adult Nonfiction	522					
7 - Board Book	216					
8 - Children's CD Book	13					
9 - Children's Audiobook	63					
10 - Children's DVD	171					
11 - Children's Graphic Novel	0					
12 - Children's Reference	0					
14 - Equipment	0					
16 - Fantasy	31					
17 - Other Language F/NF	30					
19 - Junior Fiction	794					
20 - Junior Graphic Novel	361					
21 - Junior Nonfiction	438					
22 - Large Print	132					
23 - Magazine	27					
25 - Mystery	578					
30 - Oversize	0					
34 - Picture Book	1081					
35 - Prof Collection	35					
36 - Reader	490					
37 - Reference	0					
39 - Science Fiction	53					
42 - Western	50					
44 - Young Adult Audiobook	1					
45 - Young Adult DVD	61					
46 - Young Adult Fiction	190					
47 - Young Adult Graphic Novel	206					
48 - Young Adult Nonfiction	24					
OTAP	6					
Off Site	0					
None/On-the-fly	56					
TOTAL	6982					



NEW Items Snapshot - August 1, 2023

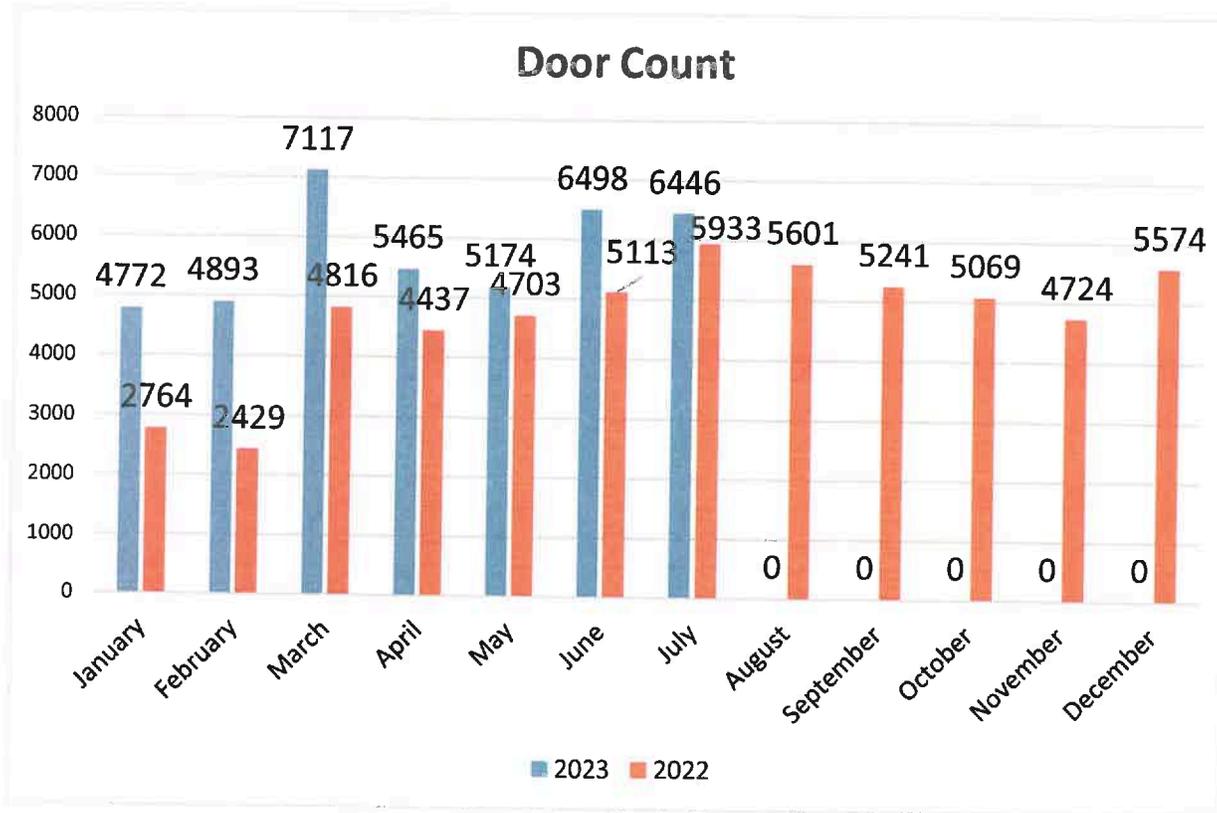
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4170	1086	26.04%
Picture Books	666	190	28.53%
Adult Fiction	790	277	35.06%
Junior Fiction	405	68	16.79%
YA Fiction	290	21	7.24%

Circulation Snapshot - August 1,
2023

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1651	2.1	80	4.8
3 - Adult DVDs	1756	2.3	110	6.3
4 - Adult Fiction	13348	17.1	841	6.3
5 - Adult Graphic Novel	367	0.5	20	5.4
6 - Adult Nonfiction	13576	17.4	615	4.5
7 - Board Book	658	0.8	183	27.8
8 - Children's CD Book	111	0.1	13	11.7
9 - Children's Audiobook	667	0.9	58	8.7
10 - Children's DVD	853	1.1	100	11.7
11 - Children's Graphic Novel	4	0	1	25
12 - Children's Reference	177	0.2	0	0
14 - Equipment	9	0	0	0
16 - Fantasy	213	0.3	40	18.8
17 - Other Language F/NF	843	1.1	25	3
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5324	6.8	867	16.3
20 - Junior Graphic Novel	1414	1.8	317	22.4
21 - Junior Nonfiction	8814	11.3	460	5.2
22 - Large Print	1764	2.3	103	5.8
23 - Magazine	3584	4.6	22	0.6
25 - Mystery	5828	7.5	425	7.3
27 - Newspaper	6	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	5717	7.3	975	17.1
35 - Prof Collection	317	0.4	44	13.9
36 - Reader	1994	2.6	491	24.6
37 - Reference	504	0.6	0	0
39 - Science Fiction	1300	1.7	52	4
42 - Western	713	0.9	31	4.3
44 - Young Adult Audiobook	288	0.4	2	0.7
45 - Young Adult DVD	437	0.6	55	12.6
46 - Young Adult Fiction	3060	3.9	266	8.7
47 - Young Adult Graphic Novel	1405	1.8	178	12.7
48 - Young Adult Nonfiction	919	1.2	50	5.4
49 - Young Adult Reference	0	0	0	0
50 - OTAP	364	0.5	18	4.9
51 - Off Site	1	0	0	0
Total	78032		6442	8.3

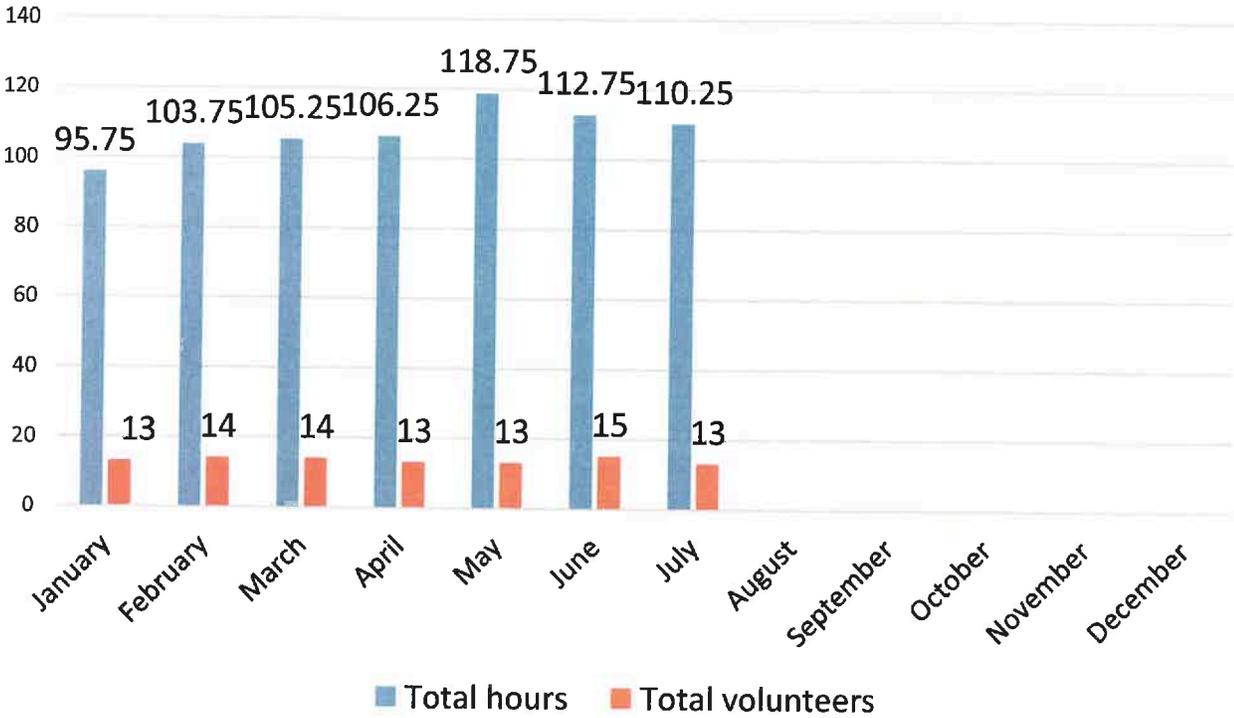


Total value added to collection
July 2023 - \$10,496.26

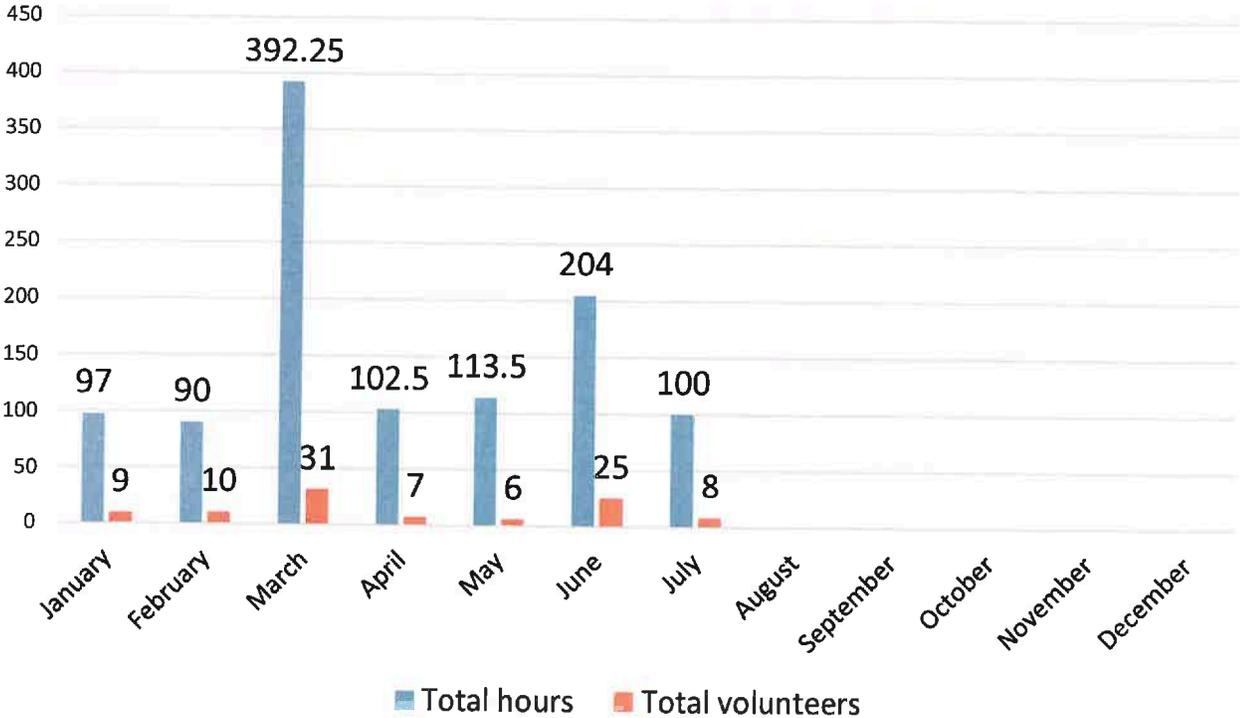


Library Card Sponsorship Program
Number of cards issued FY 2023-2024 – 2

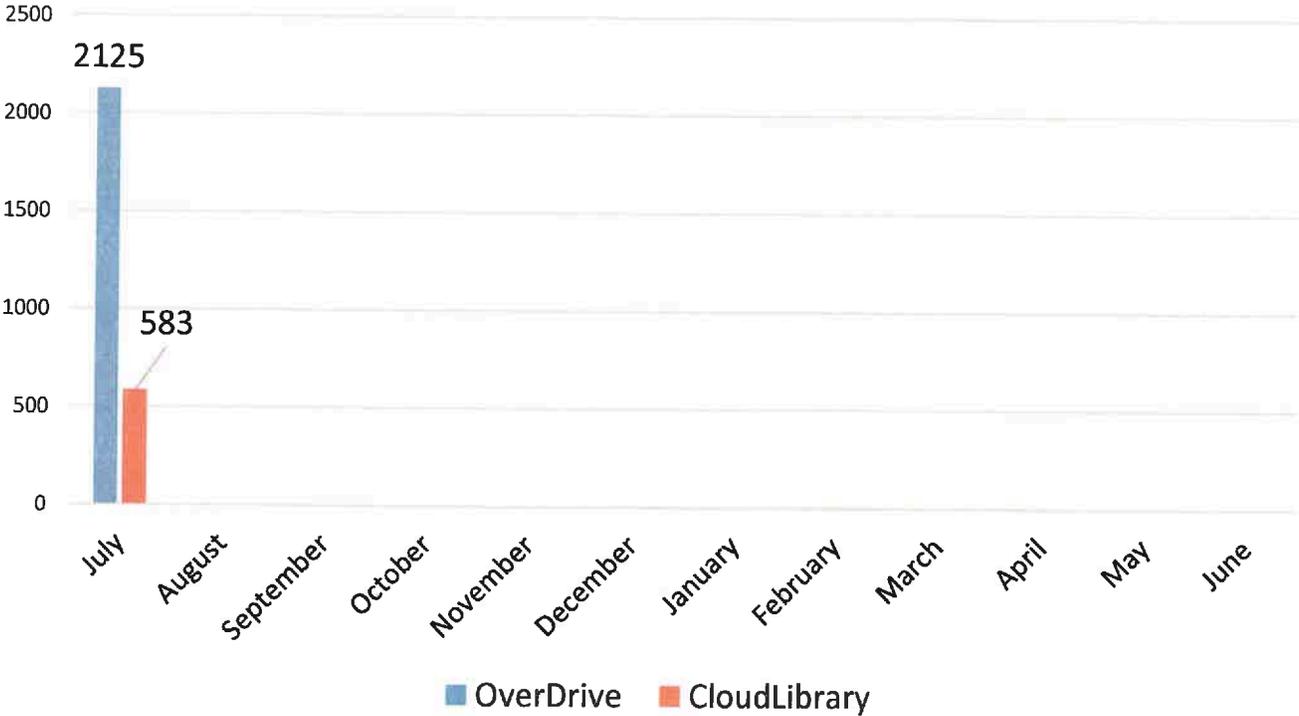
Volunteer Contribution - Library



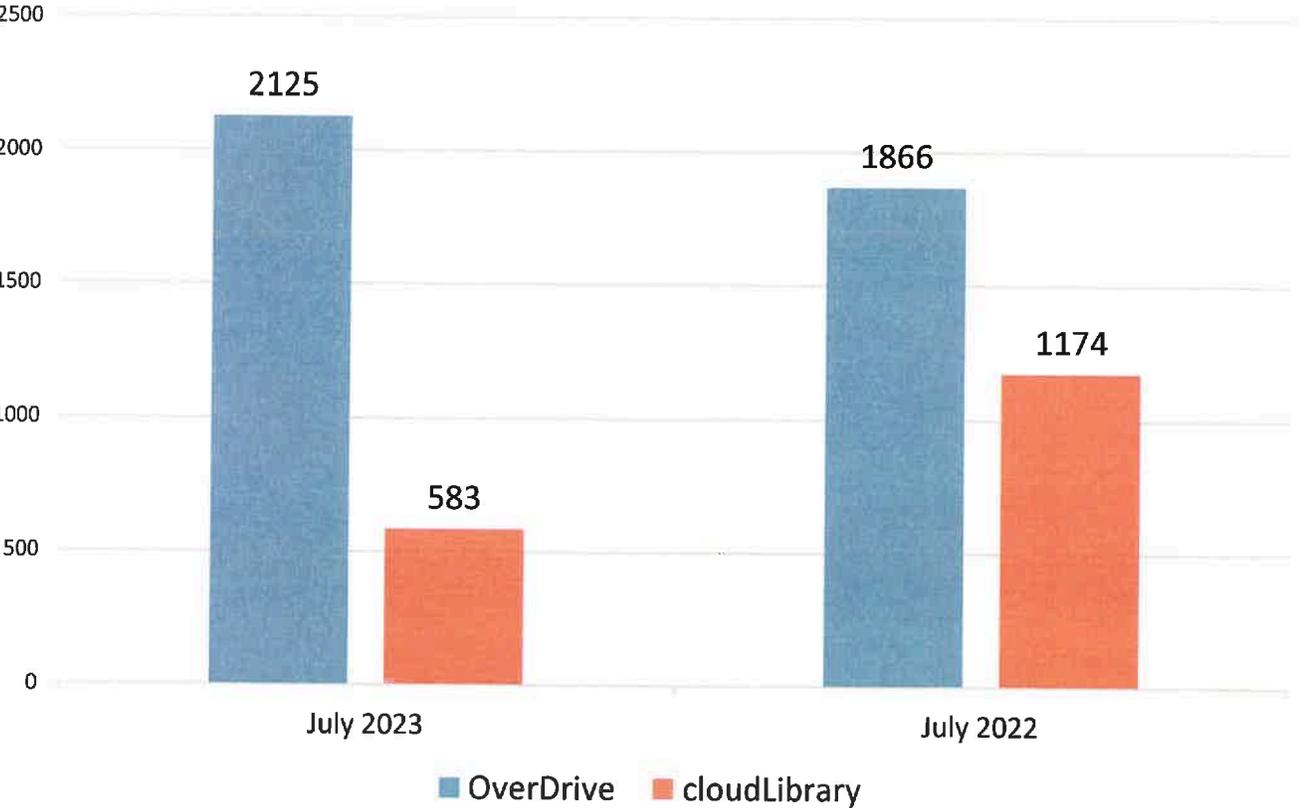
Volunteer Contribution - Friends of the Library



FY 2023-2024 OverDrive & cloudLibrary Circulation



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/12/2023	Storytime	55		x	
7/19/2023	Storytime	19		x	
7/26/2023	Storytime	19		x	
	TOTAL	93			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/6/2023	Winchester lunch visit	39		x	
7/7/2023	Friday @ Stewart - Water Gun painting	19		x	
7/10/2023	Lunchbox Express	73		x	
7/11/2023	Tuesday - Karen Kitchens	46	x		
7/13/2023	Winchester lunch visit	41		x	
7/14/2023	Friday @ Stewart - Alkaseltzer Rockets	58		x	
7/17/2023	Lunchbox Express	94		x	
7/18/2023	Tuesday - Detective Day	54	x		
7/20/2023	Winchester lunch visit	36		x	
7/21/2023	Friday @ Stewart - Weaving coaster	21		x	
7/22/2023	Costco Kids Safety Day	393		x	
7/24/2023	Lunchbox Express	87		x	
7/25/2023	Tuesday- Legos	37	x		
7/27/2023	Winchester lunch visit	54		x	
7/28/2023	Friday @ Stewart - Horticulturist	14		x	
7/31/2023	Lunchbox Express	63		x	
	TOTAL	1129			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/6/2023	Beads & Bracelets	18	x		
7/13/2023	Virtual Reality	7	x		
7/20/2023	Tie-Dye	50	x		
7/27/2023	Virtual Reality	6	x		
	TOTAL	81			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/11/2023	Online Book Group	6			x
7/27/2023	Silent Book Group	3		x	
	TOTAL	9			

Live Programs for All Ages					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/1/2023	Pride @ Fair Grounds	338		x	
7/5/2023	Boys & Girls Club	49		x	
7/11/2023	Sunshine Apts	8		x	
7/12/2023	B&G Club	73		x	
7/18/2023	Sunshine Apts	12		x	
7/19/2023	B&G Club	45		x	
7/25/2023	Sunshine Apts	5		x	
7/26/2023	B&G Club	57		x	
7/29/2023	Harry Potter Day	550	x		
	TOTAL	1137			

Grab-and-Go Craft Kits					
Date		Number distributed			
7/11/2023	Dinosaur Kit	314			
7/18/2023	Turtle	314			
7/25/2023	Book Fortune Teller	300			
	TOTAL	928			