



ROSEBURG LIBRARY COMMISSION AGENDA  
TUESDAY, SEPTEMBER 19, 2023

pk  
9/14/23

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](https://www.Facebook.com/CityofRoseburg)

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**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. INTRODUCTIONS**

**IV. APPROVAL OF MINUTES**

A. August 15, 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](mailto:kwiley@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to **1:00 p.m. on Tuesday, September 19, 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:** October 17, 2023

**VII. INFORMATIONAL**

- A. Presentation – 2023 Annual Report to State Library
  - 1. [Link to 2023 draft report](#)
  - 2. [Link to 2022 final report](#)
- B. 2023 Summer Reading Program
- C. Monthly Statistics
- D. Fall Programming
- E. Grants Update
- F. Hours of Operation 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  
August 15, 2023**

**CALL TO ORDER:**

Commissioner Elder called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on August 15, 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 (4:04 p.m.) and Commissioners Mandy Elder, Francesca Guyer, Shirley Lindell, Juliet Rutter, and Marcy Tassano

Absent: 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 July 18, 2023, minutes. The motion was seconded by Commissioner Guyer and approved with the following vote: Commissioners Elder, Guyer, Lindell, Rutter, and Tassano voted yes. No one voted no.

**DISCUSSION ITEM**

Director Wiley presented the library's proposal of adding a \$150 fee 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 would cover the vendor's costs.

In response to Commissioner Guyer, Director Wiley stated this had not been an issue yet; however, staff's goal was to ensure the City did not incur the cost of re-keying locks should a renter lose the key. Commissioner Lindell questioned if \$150 would continue to cover the re-keying cost as vendor fees continue to increase. Director Wiley explained the proposed fee would cover the costs now. The City fee schedule is reviewed for potential adjustments on an annual basis.

The library has three keys available to renters. In response to Commissioner Rutter, Director Wiley stated the fee would not be a deposit but would be assessed only if the renter loses the key. If recommended and approved by Council, the lost key fee would be added to the room rental policy and added to the City Master Fee Schedule.

In response to Commission Guyer, Director Wiley stated if the key was not returned, library staff would contact the renter.

Commissioner Lindell moved 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. The motion was seconded by Commissioner Guyer and approved with the following vote: Chair Zielinski and Commissioners Elder, Guyer, Lindell, Rutter, and Tassano voted yes. No one voted no.

### **BUSINESS FROM THE COMMISSION:**

Commissioner Tassano reported the Friends of the Library fall book sale was scheduled for August 31 through September 2. This will be a bargain books sale; books will be priced at \$.50 on Thursday, \$.25 on Friday, and all books remaining on Saturday would be given away for free. There was a wide variety of books available, including some antique books. Volunteers are needed to help with setup and during the sale.

### **NEXT MEETING DATE:**

Tuesday, September 19, 2023, at 4:00 p.m. This will be a hybrid meeting.

### **INFORMATIONAL:**

#### **Monthly Statistics**

Director Wiley presented the monthly statistics. She noted checkouts of physical items dropped by 620 items from the previous month, but computer usage was up, and program attendance was good. She reported the library added nearly 400 items to the collection, including more donations than usual because there was a large donation of books in excellent condition that helped fill holes in popular series.

#### **Summer Reading Program**

Director Wiley reported the program concludes August 26. Adults must submit their logs by August 31 to be eligible for gift card prizes, which are funded by the Friends of the Library. Several completed logs had already been received.

Librarian Ropp reported there have been 374 reading logs turned in. Programs continue through next week, including a teen craft program, giant lawn games at the park, ninja day, and two more storytimes. StoryWalk® continues through next week. If air quality gets too poor due to smoke, staff may choose not to set up the StoryWalk®. That would be determined based on the air quality index. In response to Commissioner Guyer, Librarian Ropp stated staff sets up and takes down the StoryWalk® daily.

Harry Potter Day was a great success with approximately 500 participants. Several entries were received for the quilt drawing. There were fun games and prizes. The attendance was slow and steady, and the event ran smoothly. Director Wiley thanked all of the volunteers for their help running the program. In response to Commissioner Lindell, Librarian Ropp stated the average age group reading Harry Potter was around 3<sup>rd</sup> through 8<sup>th</sup> grade; however, the program was enjoyed by a wide variety of patrons.

#### **Fall Programming**

Director Wiley reported lifelong learning programs for adults would restart in September. On September 6 at 6:30 p.m., wildlife artist Ram Papish would deliver a virtual presentation in partnership with the Umpqua Valley Audubon Society. Computer classes would start in the fall along with several other fall programs. Youth programming would take a break in September

and be back with fall programming in October. Events would be posted to the library's website and Facebook page.

In response to Commissioner Tassano, Director Wiley stated she had not decided whether the library would host another author's showcase this year, but it would possibly be an every other year event.

### **Grants Update**

Director Wiley reported the library would submit the annual Ready to Read grant to the State Library of Oregon to request funding a temporary, part-time Summer Reading Program aide.

The library would submit a final report to the Roundhouse Foundation, which provided \$5000 for this summer's reading program. Director Wiley stated she plans to ask Roundhouse Foundation to help fund next year's program. The application is due in September.

The library would submit a final report to the Douglas County Library Foundation, which provided \$30,000 for digital and physical materials. The report is due in September. The annual application is due in November.

In response to Tassano, Director Wiley stated she had no further information about the legislature approving funding for Dolly Parton's Imagination Library. Discussion ensued. Director Wiley stated she plans to have the support from the state next year.

Commissioner Guyer shared information about an announcement from RFK Jr. asking people to participate in the September 11 National Day of Service and Remembrance. Discussion ensued. Director Wiley referred Commission Guyer to the Friends of the Library and Roseburg Parks and Rec for volunteer opportunities.

### **Other**

Director Wiley reported the library would be open two additional hours on Thursdays beginning October 5. At that time, library hours would be Tuesdays and Wednesdays from 10 a.m. to 6 p.m., Thursdays from 10 a.m. to 8 p.m., and Fridays and Saturdays from 10 a.m. to 2 p.m. The majority of adult programs would occur on Thursday evenings.

Director Wiley reported the library added bird watching backpacks, which were funded and created by the Umpqua Valley Audubon Society. They include a pair of binoculars, local birding pamphlets, and a copy of Sibley's birds of the west. They check out for three weeks to any Roseburg Public Library cardholder.

### **ADJOURNMENT:**

The meeting adjourned at 4:30 p.m. The next meeting is scheduled for Tuesday, September 19, 2023, at 4:00 p.m.

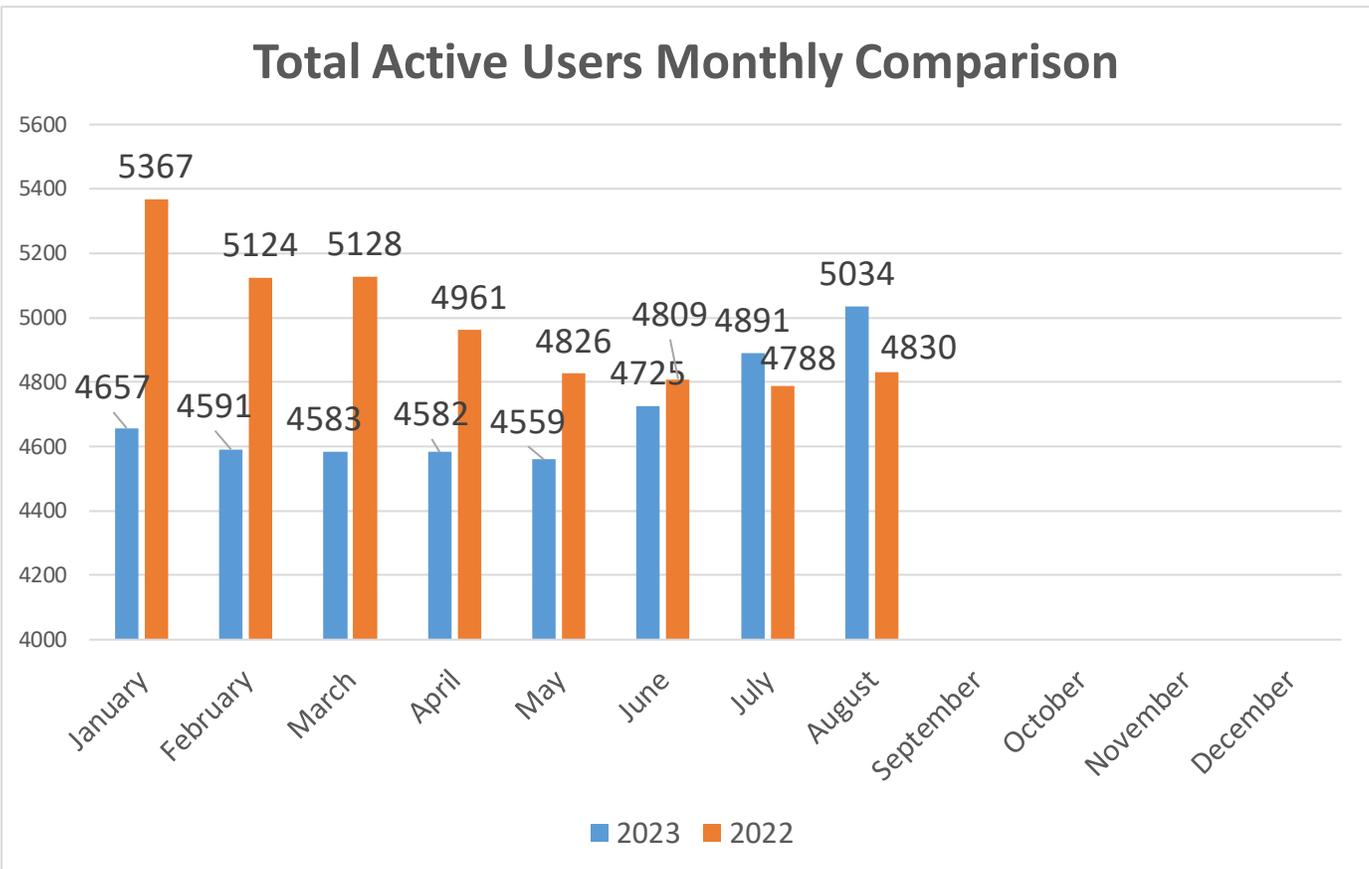
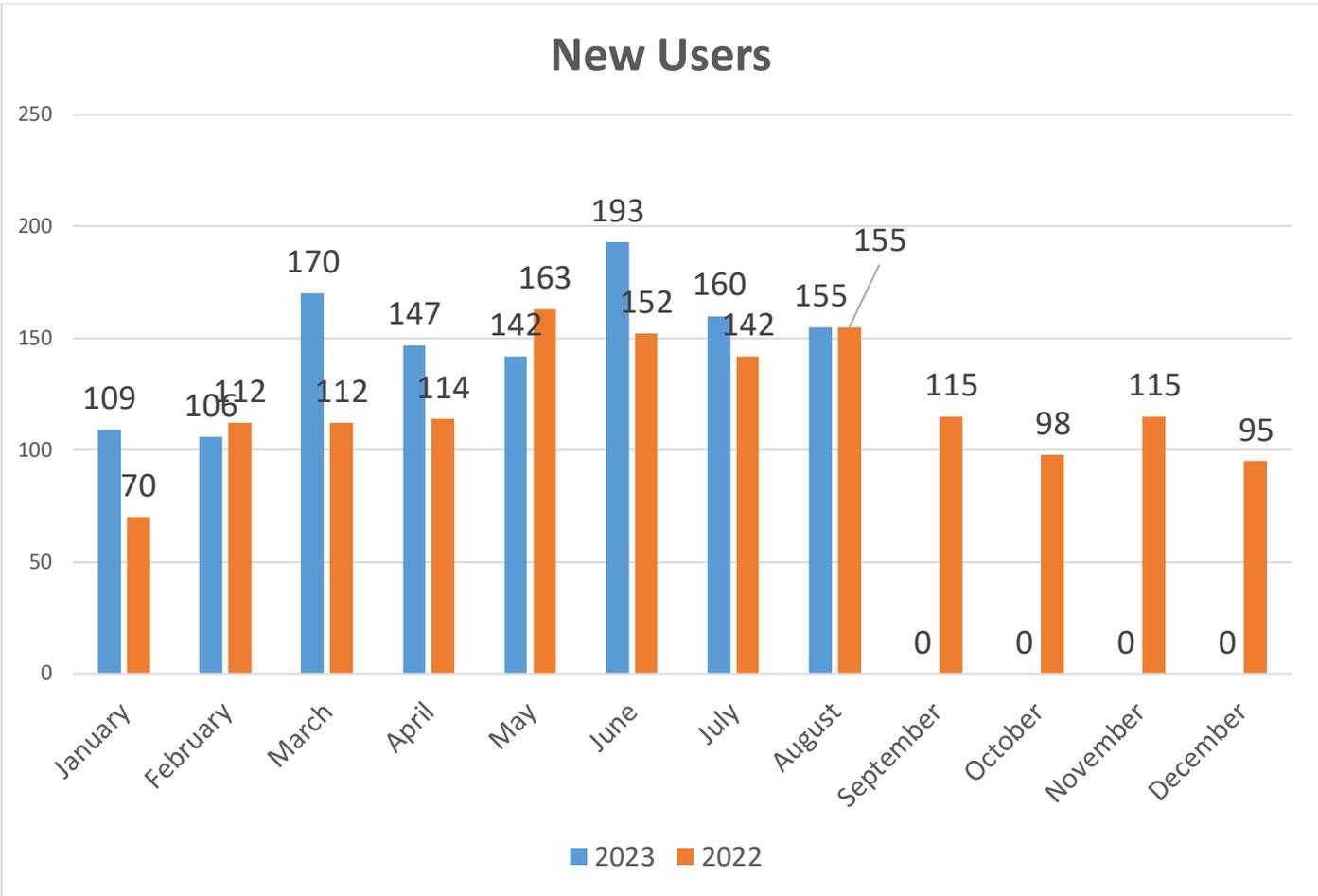
Respectfully submitted,

*Autumn David*

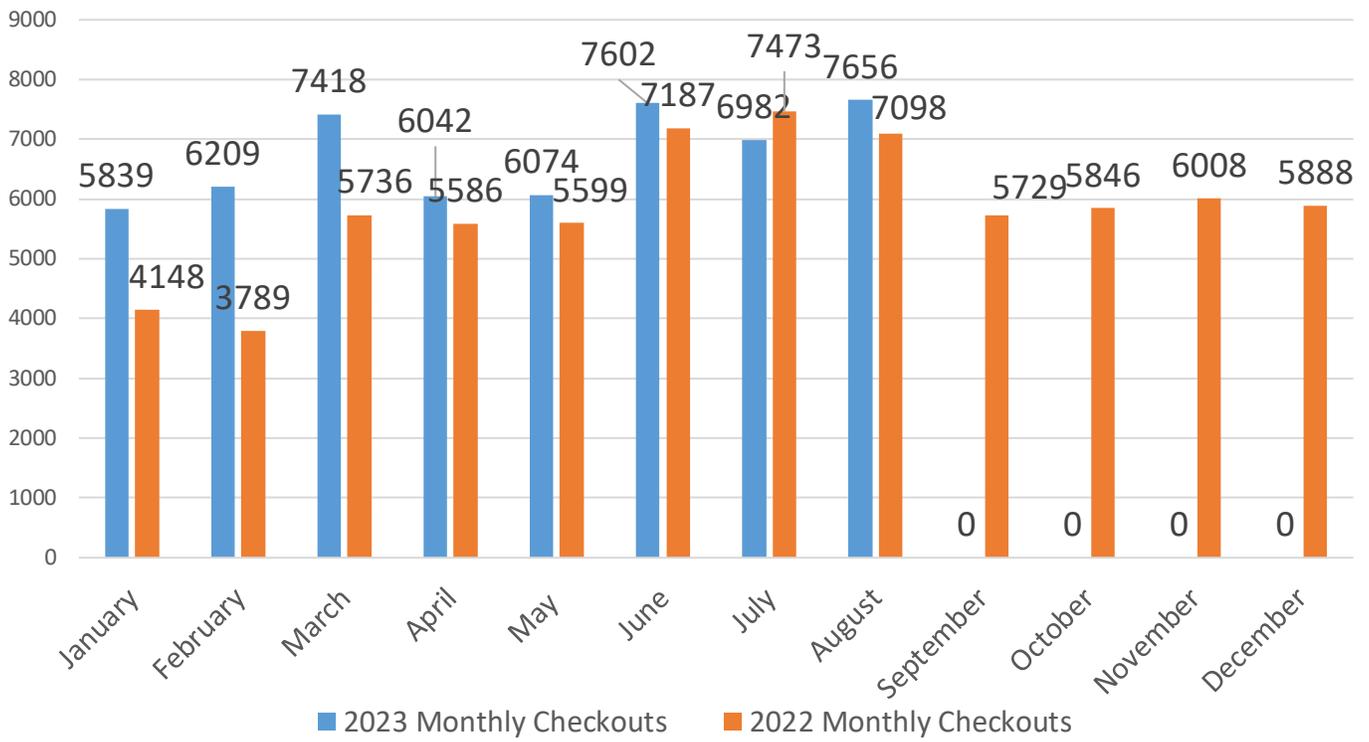
Autumn David, Management Staff Assistant

## RPL Summer Reading Program By the Numbers

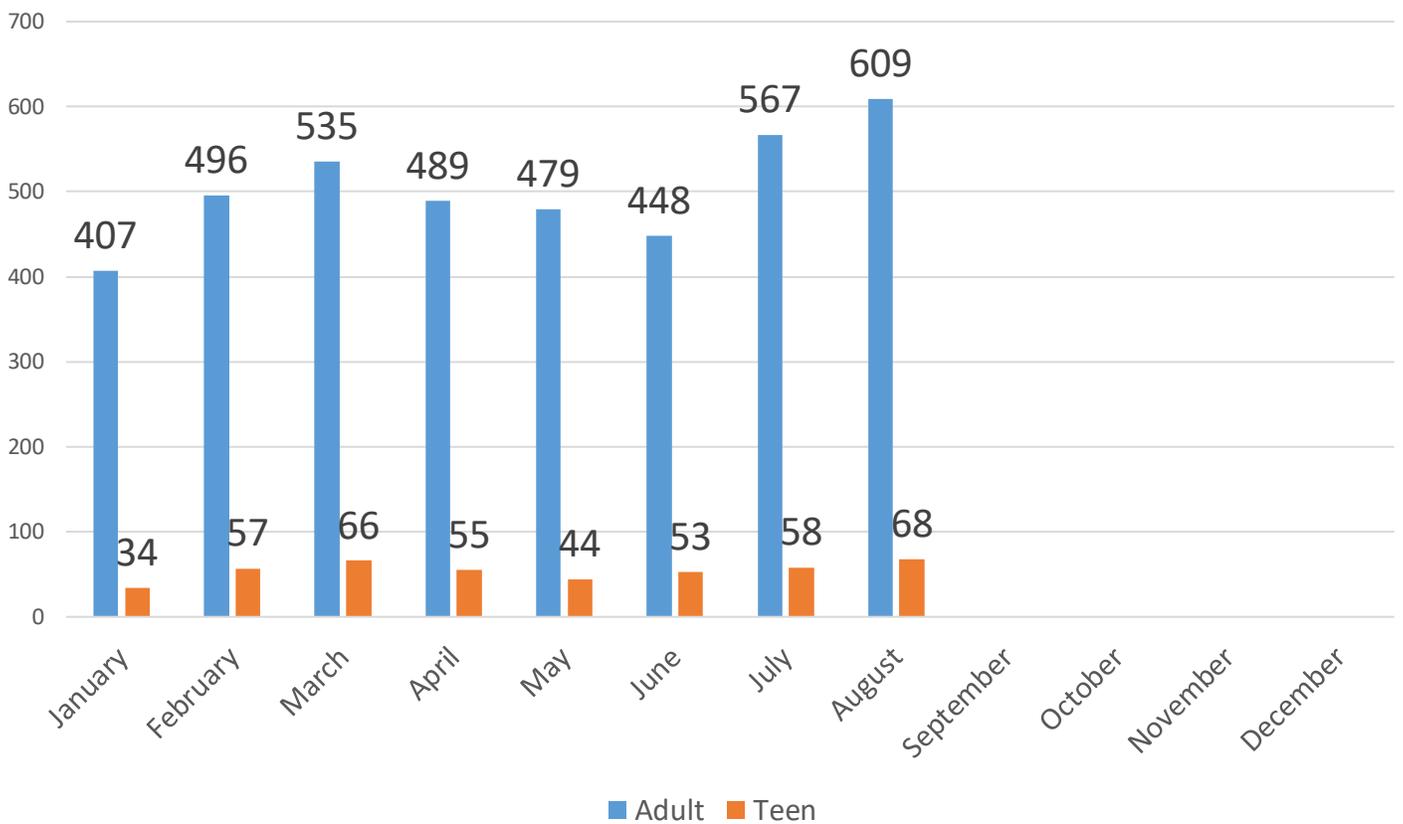
	<b>2023</b>	<b>2022</b>	<b>% difference</b>
Reading log participants	412	338	21.9%
Book review participants	281	225	24.9%
Book reviews submitted	2289	1663	37.6%
Free books distributed	3117	1416	120.1%
Circulation of children's materials	11177	10019	11.6%
Circulation of teen materials	1581	1675	-5.6%
New library cardholders - all ages	513	431	19.0%
New library cardholders - youth	164	131	25.2%
Adult readers	68	57	19.3%
Books logged	1179	814	44.8%



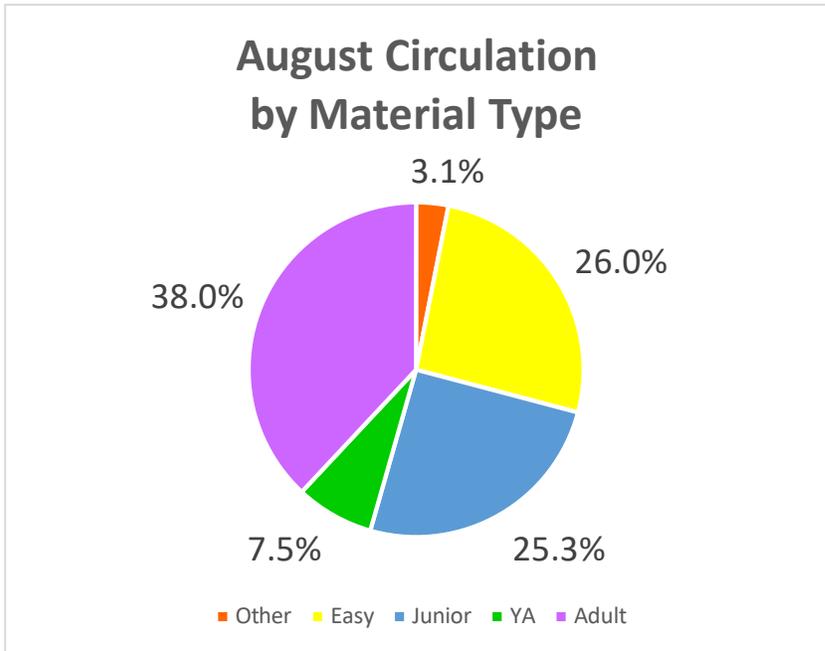
## Physical Materials Checkouts



## Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	3.1%	26.0%	25.3%	7.5%	38.0%
2 - Adult Audiobook	127	238	1991	1937	578	2912
3 - Adult DVDs	321					
4 - Adult Fiction	1094					
5 - Adult Graphic Novel	42					
6 - Adult Nonfiction	671					
7 - Board Book	222					
8 - Children's CD Book	21					
9 - Children's Audiobook	64					
10 - Children's DVD	181					
11 - Children's Graphic Novel	1					
12 - Children's Reference	1					
14 - Equipment	4					
16 - Fantasy	17					
17 - Other Language F/NF	18					
19 - Junior Fiction	885					
20 - Junior Graphic Novel	330					
21 - Junior Nonfiction	477					
22 - Large Print	129					
23 - Magazine	42					
25 - Mystery	549					
30 - Oversize	0					
34 - Picture Book	1184					
35 - Prof Collection	49					
36 - Reader	513					
37 - Reference	0					
39 - Science Fiction	48					
42 - Western	43					
44 - Young Adult Audiobook	6					
45 - Young Adult DVD	54					
46 - Young Adult Fiction	224					
47 - Young Adult Graphic Novel	273					
48 - Young Adult Nonfiction	21					
OTAP	10					
Off Site	0					
None/On-the-fly	35					
<b>TOTAL</b>	<b>7656</b>					

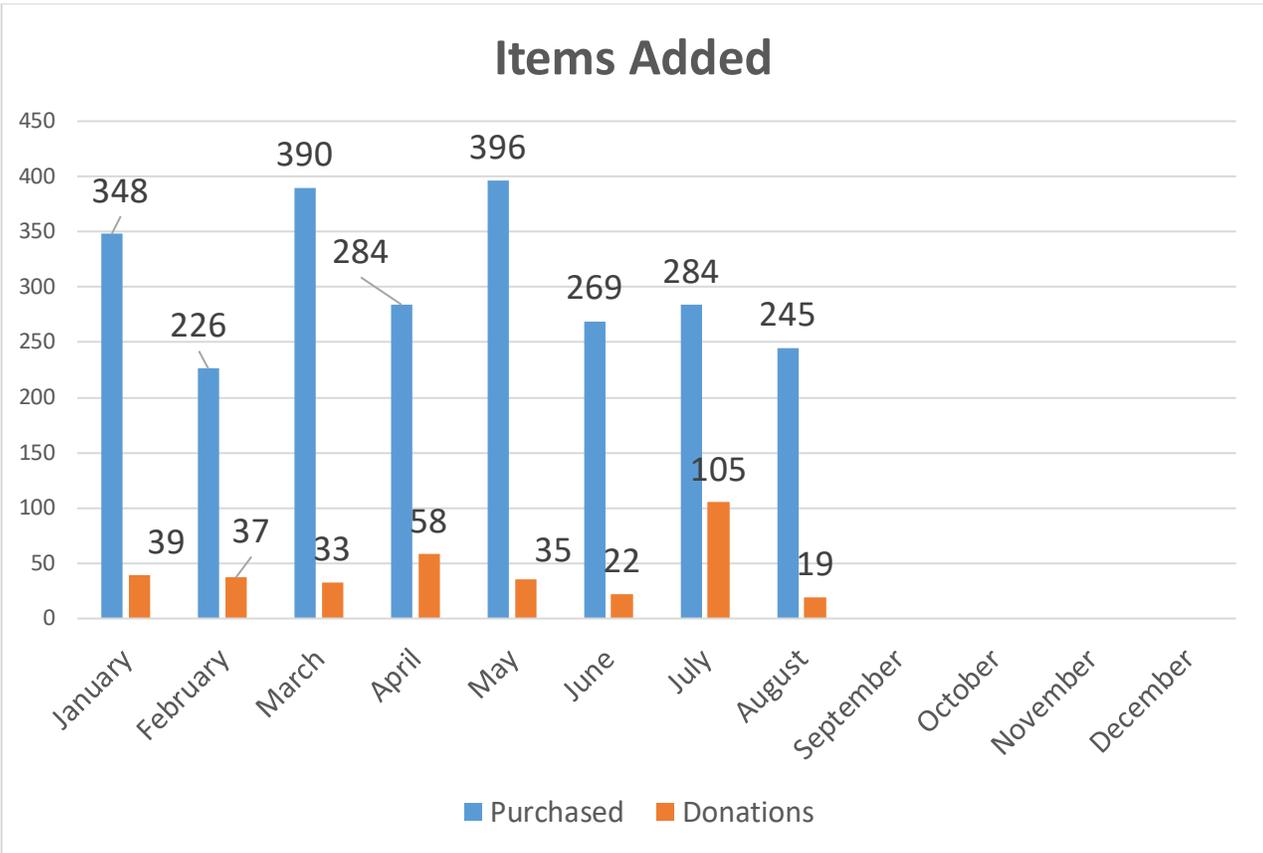


### NEW Items Snapshot - September 1, 2023

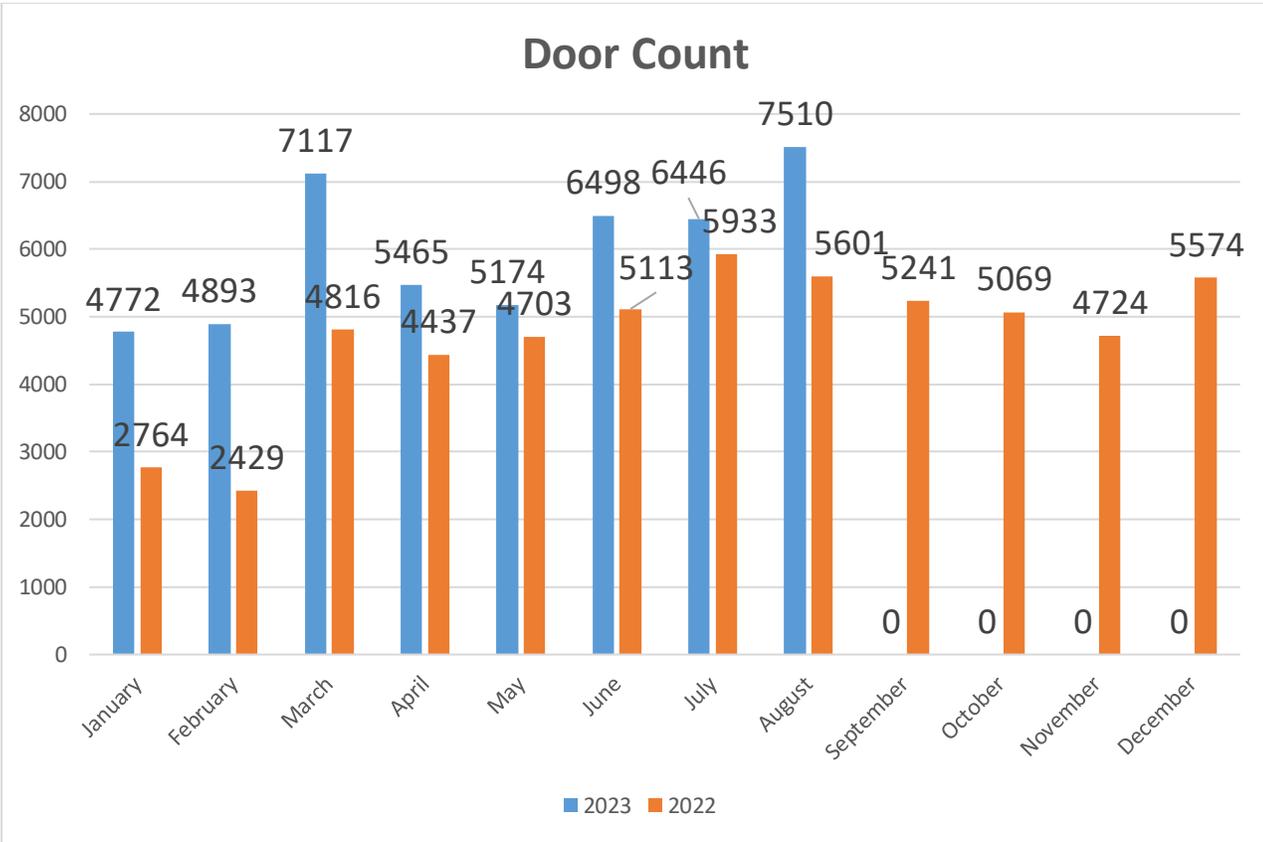
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3994	966	24.19%
Picture Books	675	181	26.81%
Adult Fiction	777	266	34.23%
Junior Fiction	345	30	8.70%
YA Fiction	286	35	12.24%

## Circulation Snapshot - September 1, 2023

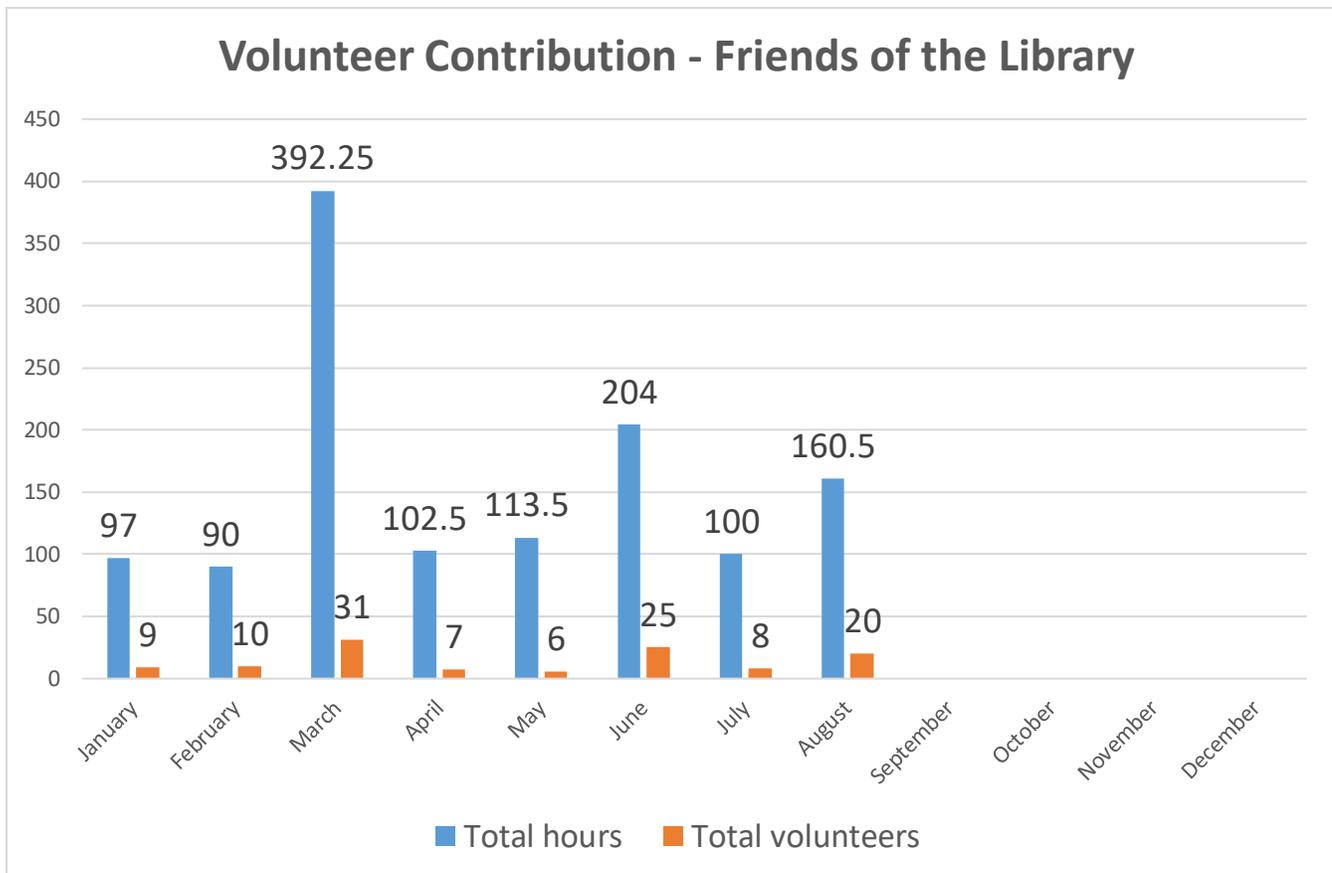
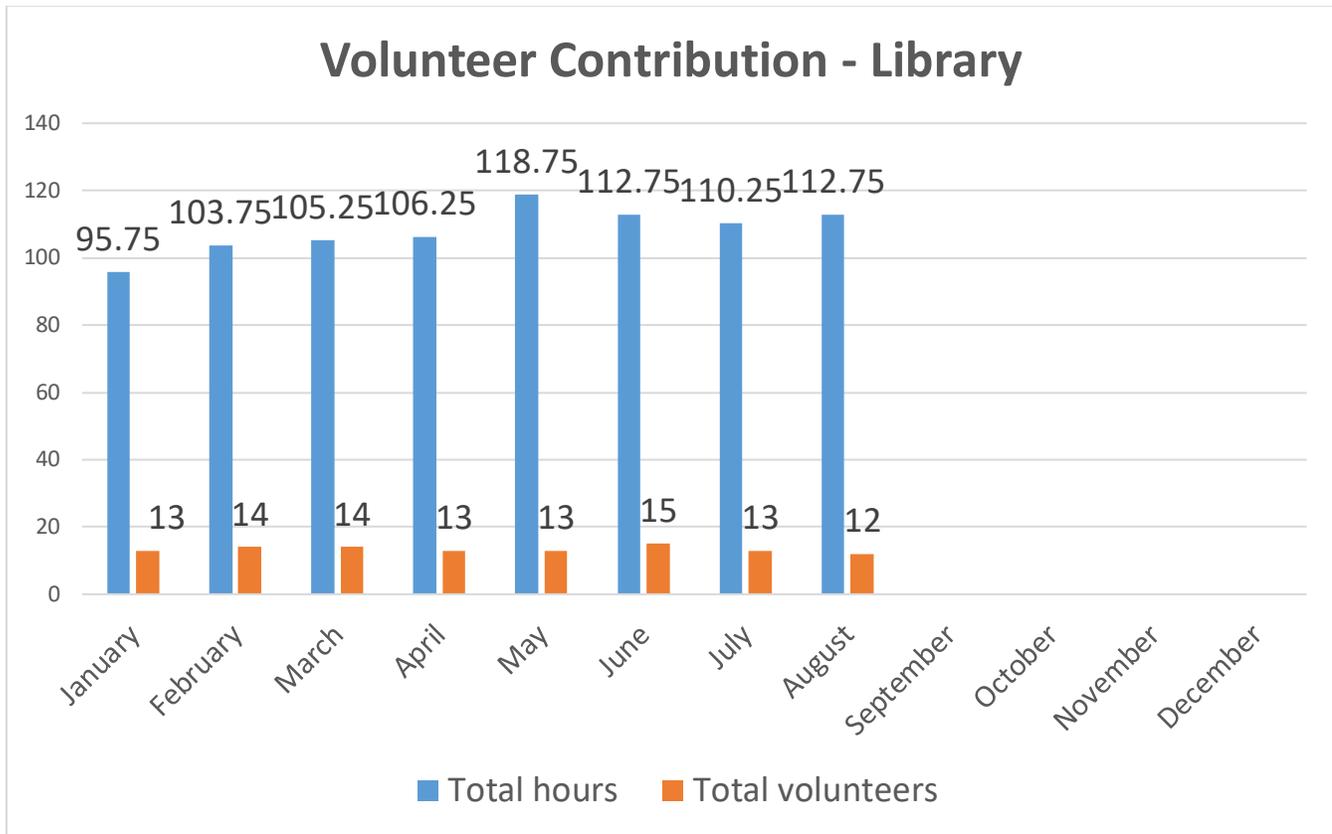
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	109	0.1	0	0
2 - Adult Audiobook	1650	2.1	90	5.5
3 - Adult DVDs	1759	2.2	147	8.4
4 - Adult Fiction	13391	17.1	797	6
5 - Adult Graphic Novel	367	0.5	20	5.4
6 - Adult Nonfiction	13620	17.4	635	4.7
7 - Board Book	667	0.9	196	29.4
8 - Children's CD Book	112	0.1	14	12.5
9 - Children's Audiobook	668	0.9	56	8.4
10 - Children's DVD	853	1.1	99	11.6
11 - Children's Graphic Novel	3	0	1	33.3
12 - Children's Reference	177	0.2	1	0.6
14 - Equipment	12	0	3	25
16 - Fantasy	216	0.3	34	15.7
17 - Other Language F/NF	844	1.1	24	2.8
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5369	6.8	763	14.2
20 - Junior Graphic Novel	1422	1.8	229	16.1
21 - Junior Nonfiction	8826	11.3	399	4.5
22 - Large Print	1767	2.3	91	5.1
23 - Magazine	3605	4.6	14	0.4
25 - Mystery	5820	7.4	386	6.6
27 - Newspaper	6	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	5748	7.3	928	16.1
35 - Prof Collection	317	0.4	33	10.4
36 - Reader	2002	2.6	416	20.8
37 - Reference	505	0.6	0	0
39 - Science Fiction	1301	1.7	47	3.6
42 - Western	721	0.9	25	3.5
44 - Young Adult Audiobook	288	0.4	5	1.7
45 - Young Adult DVD	437	0.6	45	10.3
46 - Young Adult Fiction	3078	3.9	247	8
47 - Young Adult Graphic Novel	1428	1.8	178	12.5
48 - Young Adult Nonfiction	919	1.2	35	3.8
49 - Young Adult Reference	0	0	0	0
50 - OTAP	366	0.5	19	5.2
51 - Off Site	1	0	0	0
<b>Total</b>	<b>78420</b>		<b>5977</b>	<b>7.6</b>



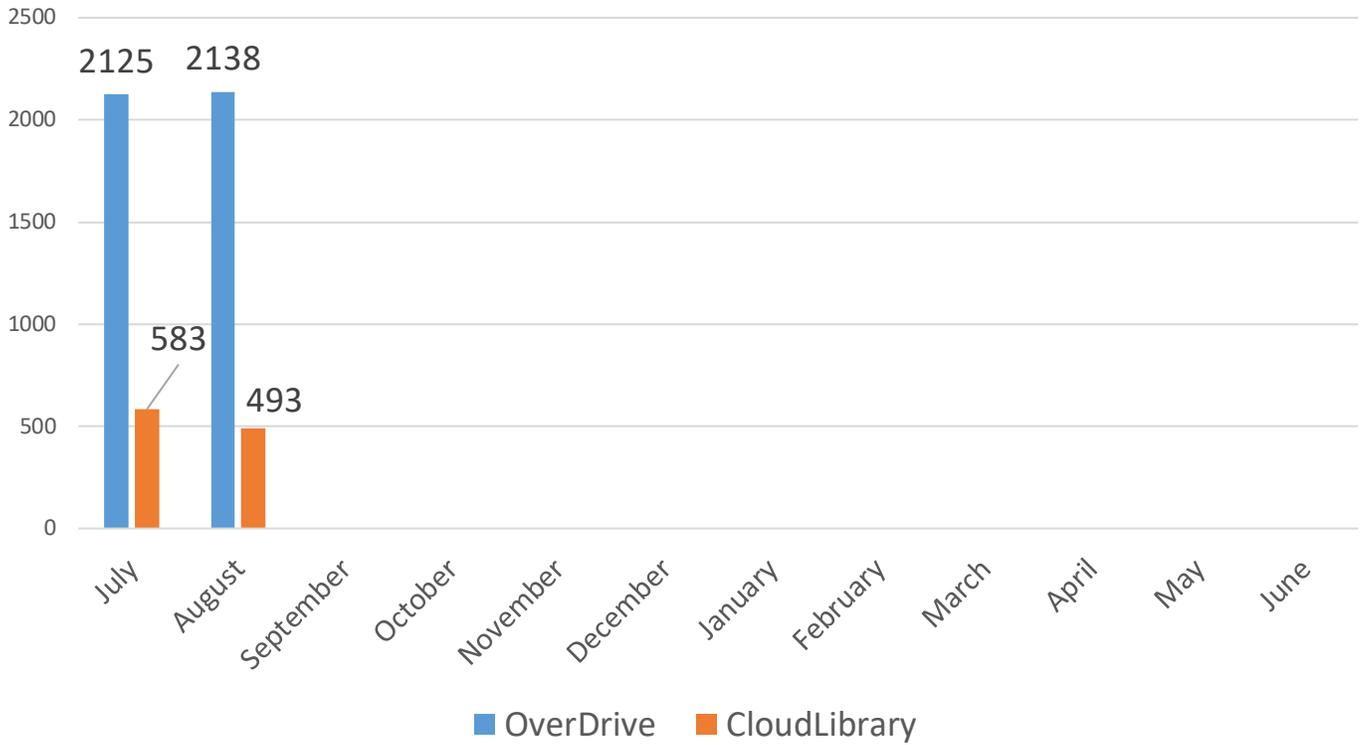
Total value added to collection  
 August 2023 - \$5831.51



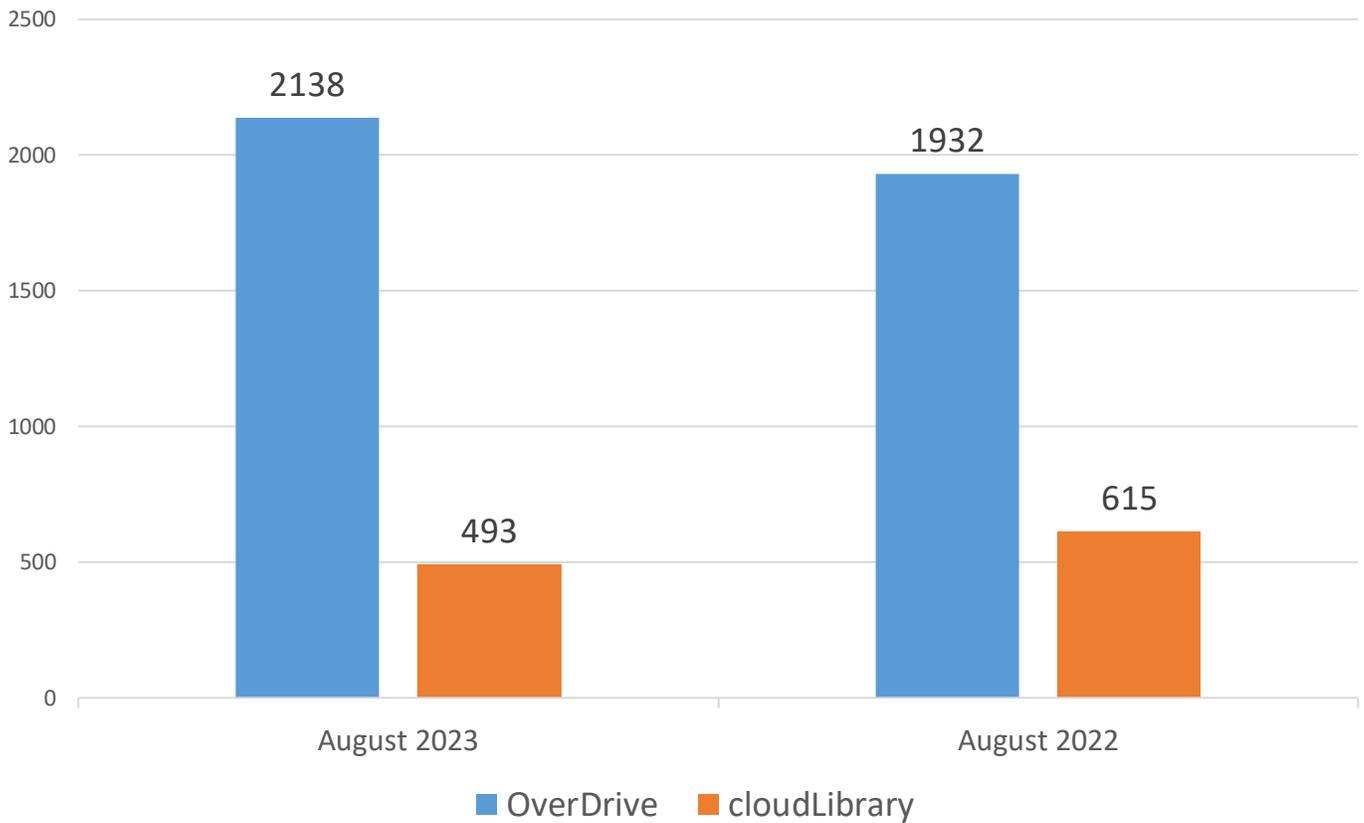
Library Card Sponsorship Program  
 Number of cards issued FY 2023-2024 – 15



## FY 2023-2024 OverDrive & cloudLibrary Circulation



## Ebooks Monthly Comparison



<b>Children's Programs - Live Sessions Ages 0-5</b>					
<b>Date</b>		<b>Attendance</b>	<b>Onsite</b>	<b>Offsite</b>	<b>Virtual (Facebook Live or Zoom)</b>
8/2/2023	Storytime	26		x	
8/9/2023	Storytime	16		x	
8/16/2023	Storytime	20		x	
8/23/2023	Stroytime	10		x	
	<b>TOTAL</b>	<b>72</b>			

<b>Children's Programs - Live Sessions Ages 6-11</b>					
<b>Date</b>		<b>Attendance</b>	<b>Onsite</b>	<b>Offsite</b>	<b>Virtual (Facebook Live or Zoom)</b>
8/1/2023	Tuesday- Weaving Basket	28	x		
8/3/2023	Winchester lunch visit	42		x	
8/4/2023	Friday @ Stewart - Motion Art	28		x	
8/7/2023	Lunchbox Express	87		x	
8/8/2023	Tuesday- Weaving Basket 2	19	x		
8/11/2023	Friday @ Stewart - pet rocks	30		x	
8/15/2023	Tuesday - Ozobots	10	x		
8/18/2023	Friday @ Stewart - Lawn Games	40		x	
8/22/2023	Tuesday - Ninja Day	49	x		
8/25/2023	Friday – Perler Beads & School Wreaths	16	x		
	<b>TOTAL</b>	<b>349</b>			

<b>Live Teen Programs</b>					
<b>Date</b>		<b>Attendance</b>	<b>Onsite</b>	<b>Offsite</b>	<b>Virtual (Facebook Live or Zoom)</b>
8/3/2023	Basket Weaving	19	x		
8/10/2023	Virtual Reality	14	x		
8/17/2023	Furry book & Candy Sushi	6	x		
8/24/2023	Virtual Reality	8	x		
	<b>TOTAL</b>	<b>47</b>			

<b>Live Adult Programs</b>					
<b>Date</b>		<b>Attendance</b>	<b>Onsite</b>	<b>Offsite</b>	<b>Virtual (Facebook Live or Zoom)</b>
8/8/2023	Online Book Group	8			x
8/31/2023	Silent Book Group	3	x		
	<b>TOTAL</b>	<b>11</b>			

<b>Live Programs for All Ages</b>					
<b>Date</b>		<b>Attendance</b>	<b>Onsite</b>	<b>Offsite</b>	<b>Virtual (Facebook Live or Zoom)</b>
8/1/2023	Sunshine Apts	25		x	
8/2/2023	B&G Club	45		x	
8/8/2023	Sunshine Apts	12		x	
8/9/2023	B&G Club	45		x	
8/15/2023	Sunshine Apts	4		x	
8/16/2023	B&G Club	47		x	
8/22/2023	Sunshine Apts	7		x	
	<b>TOTAL</b>	<b>185</b>			

<b>Grab-and-Go Craft Kits</b>					
<b>Date</b>		<b>Number distributed</b>			
8/1/2023	Quidditch Leftovers	150			
8/8/2023	Straw Weaving	300			
8/15/2023	Starfish / Detective Bag	159			
8/22/2023	Jewel Painting Sticker	80			
	<b>TOTAL</b>	<b>689</b>			