



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, NOVEMBER 21, 2023**

ph
11/15/23

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. October 17, 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, November 21, 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: December 19, 2023

VI. INFORMATIONAL

- A. Monthly Statistics
- B. Library Cardholders
- C. Programming
- D. Winter Reading Program
- E. 5-Year Anniversary
- F. Grants Update

VII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
October 17, 2023**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on October 17, 2023, 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 Chair Andrea Zielinski and Commissioners Francesca Guyer, Shirley Lindell, Juliet Rutter, and Marcy Tassano

Absent Commissioners Mandy Elder and Theresa Lundy

Attending Staff Library Director Kris Wiley, City Recorder Patty Hitt and Management Staff Assistant Grace Jelks

Others Present None

3. APPROVAL OF MINUTES

Commissioner Lindell moved to approve the September 19, 2023, minutes. The motion was seconded by Commissioner Guyer and approved with the following vote: Commissioners Guyer, Lindell, Rutter, Tassano, and Zielinski voted yes. No Commissioners voted no.

4. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported that there will be a book sale during the first week of December, which begins on November 30th, and the hours have been extended to 8:00 p.m. This will include items for \$1, Hollywood videos for 50 cents, and brand-new books and book bags for \$5. Friends of the Library is sad to announce that John Shirley passed away.

5. NEXT MEETING DATE

Tuesday, November 21, 2023, at 4:00 p.m. This will be a hybrid meeting.

6. INFORMATIONAL

A. Monthly Statistics

Director Wiley presented the monthly statistics. She noted that most numbers in September declined compared with August because there were no youth programs; this is typical and expected after the Summer Reading Program. Electronic materials accounted for 30 percent of all circulation.

Commissioner comments and questions included clarifying whether memberships can be done online versus in person.

Director Wiley stated the membership application can be done online, by email, or in person. Membership applications for minors require a parent or guardian signature and ID verification.

B. Programming

Director Wiley reported programming ramped up in October. Storytimes are held twice a week, and about 30 people are attending each session.

Youth Services Librarian Aurora Ropp is planning to create an opportunity for teens to acquire two volunteer service hours a month. This will begin in November.

Basic technology classes started October 13 with eight people attending the computer basics class. Sessions will continue through December 21, and at that time staff will assess whether to continue them after the grant period.

The Girls Who Code class is full with seven students.

Information about programs is available on the library's website at www.roseburgpubliclibrary.org and the weekly email newsletter (register on the library's website).

Commissioner comments and questions included clarification of student service hours and attendance for Mark Yaconelli's storytelling program.

Director Wiley confirmed that students are required perform volunteer activities to earn service hours, and twenty-one (21) people attended the storytelling program.

C. Grants Update

Director Wiley reported the library submitted a grant to host the Americans and the Holocaust exhibition. She stated she expects to receive guidance on the Douglas County Library Foundation grant this month with a deadline for applications in early November. We plan to apply for collection development funds.

Commissioner comments and questions included the type of display for the Holocaust exhibition and appreciation for Director Wiley's hard work on obtaining grants.

Director Wiley clarified the exhibition will include a combination of panels and multimedia. Grant applications are a team effort because they are reviewed by the City Recorder, Finance, Nikki, and the records are retained in Laserfiche. City Staff meets often for updates, including Library business and events.

Commissioner Tassano commented on National Friends of Libraries Week. Director Wiley commented on the amount of work, volunteer hours, and financial contributions by the Friends of the Library.

Commissioner Lindell commented on the fee for patrons outside City limits. Director Wiley clarified that Library services have never been free. She will share statistical information about nonresident memberships at the next meeting.

There are sponsorships available for year-long memberships, which are paid for by donors and available to Douglas County residents who live outside City limits and have a SNAP card. Full-time classroom teachers and school media specialists in the Roseburg School District area and students who live or attend school in the Roseburg School District area may receive free cards.

7. ADJOURNMENT

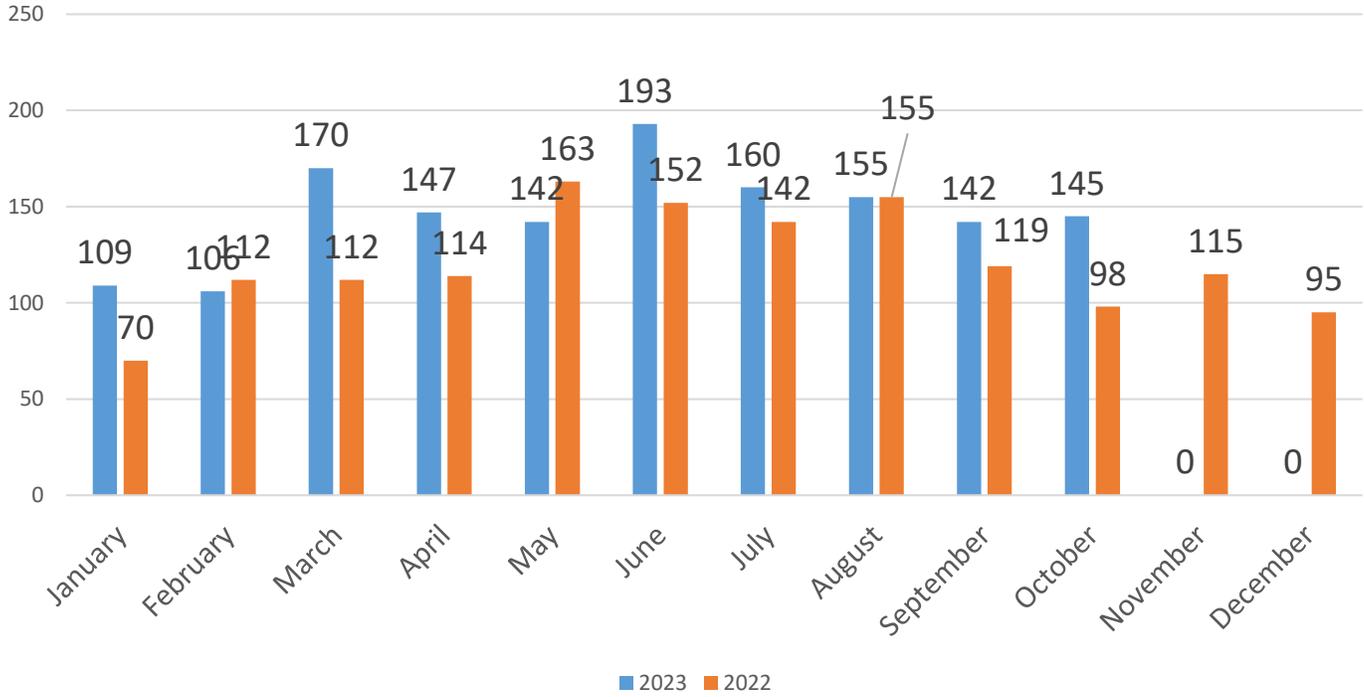
The meeting adjourned at 4:29 p.m. The next meeting is scheduled for Tuesday, November 21, 2023, at 4:00 p.m.

Respectfully submitted,

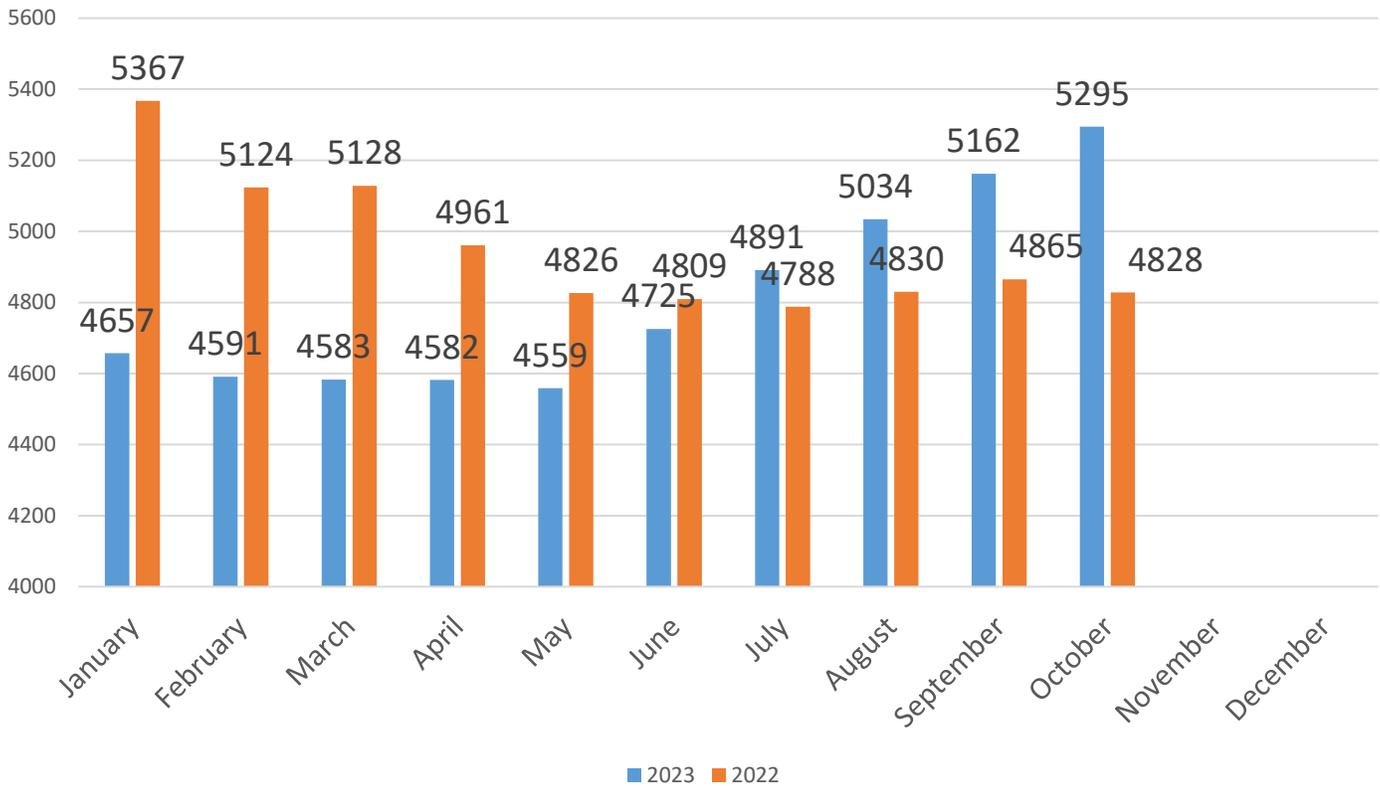
Grace Jelks

Grace Jelks, Management Staff Assistant

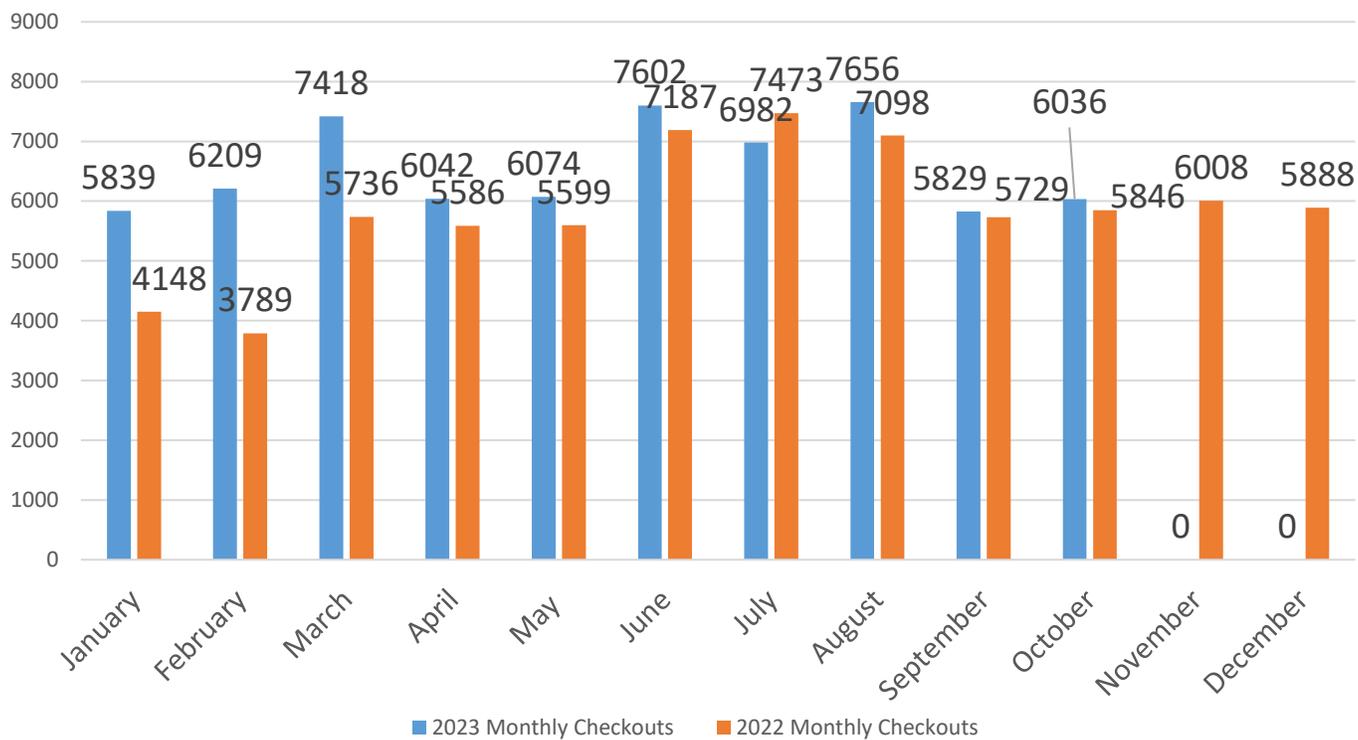
New Users



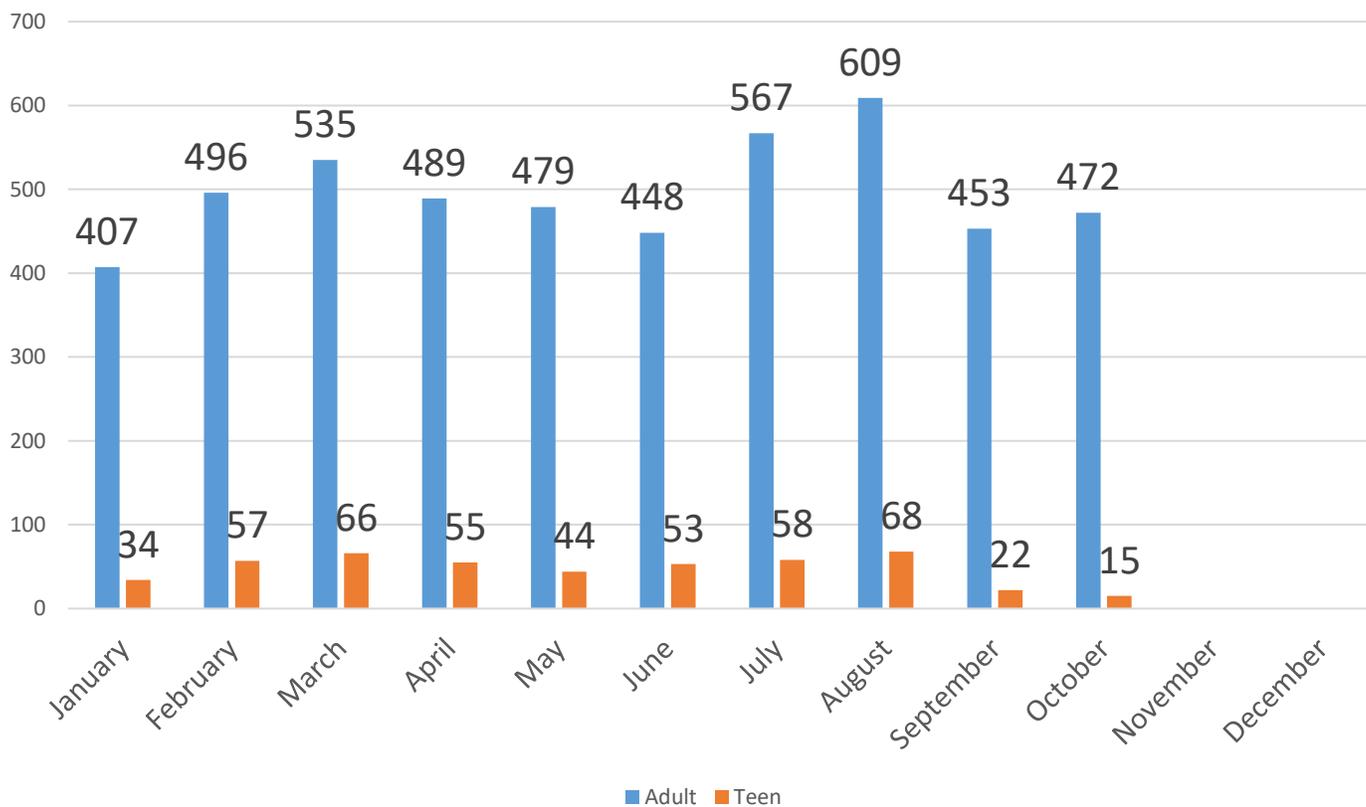
Total Active Users Monthly Comparison



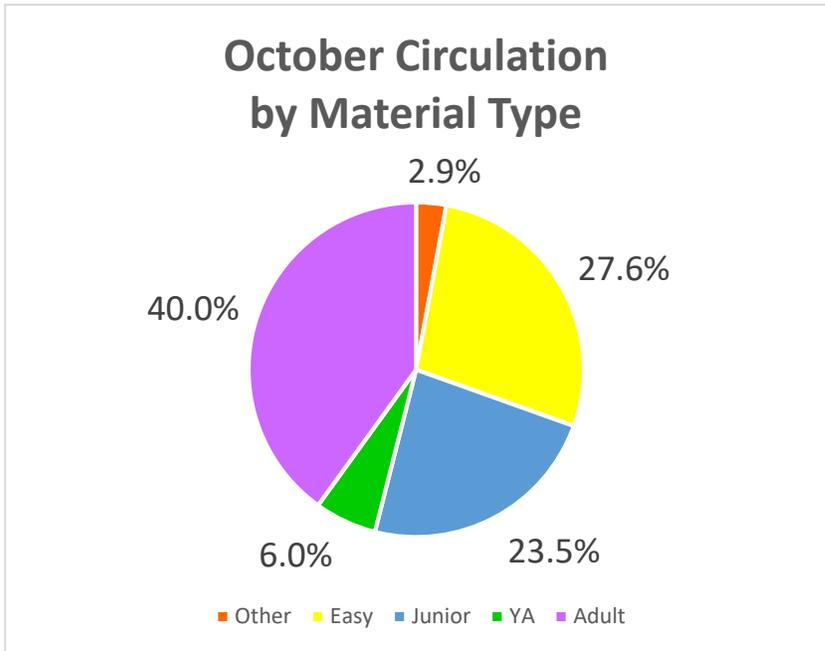
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	2.9%	27.6%	23.5%	6.0%	40.0%
2 - Adult Audiobook	109	175	1664	1418	362	2417
3 - Adult DVDs	260					
4 - Adult Fiction	872					
5 - Adult Graphic Novel	19					
6 - Adult Nonfiction	517					
7 - Board Book	175					
8 - Children's CD Book	30					
9 - Children's Audiobook	69					
10 - Children's DVD	152					
11 - Children's Graphic Novel	0					
12 - Children's Reference	2					
14 - Equipment	5					
16 - Fantasy	26					
17 - Other Language F/NF	4					
19 - Junior Fiction	509					
20 - Junior Graphic Novel	308					
21 - Junior Nonfiction	380					
22 - Large Print	101					
23 - Magazine	40					
25 - Mystery	527					
30 - Oversize	0					
34 - Picture Book	1052					
35 - Prof Collection	40					
36 - Reader	365					
37 - Reference	0					
39 - Science Fiction	49					
42 - Western	38					
44 - Young Adult Audiobook	5					
45 - Young Adult DVD	48					
46 - Young Adult Fiction	115					
47 - Young Adult Graphic Novel	170					
48 - Young Adult Nonfiction	24					
OTAP	0					
Off Site	0					
None/On-the-fly	25					
TOTAL	6036					

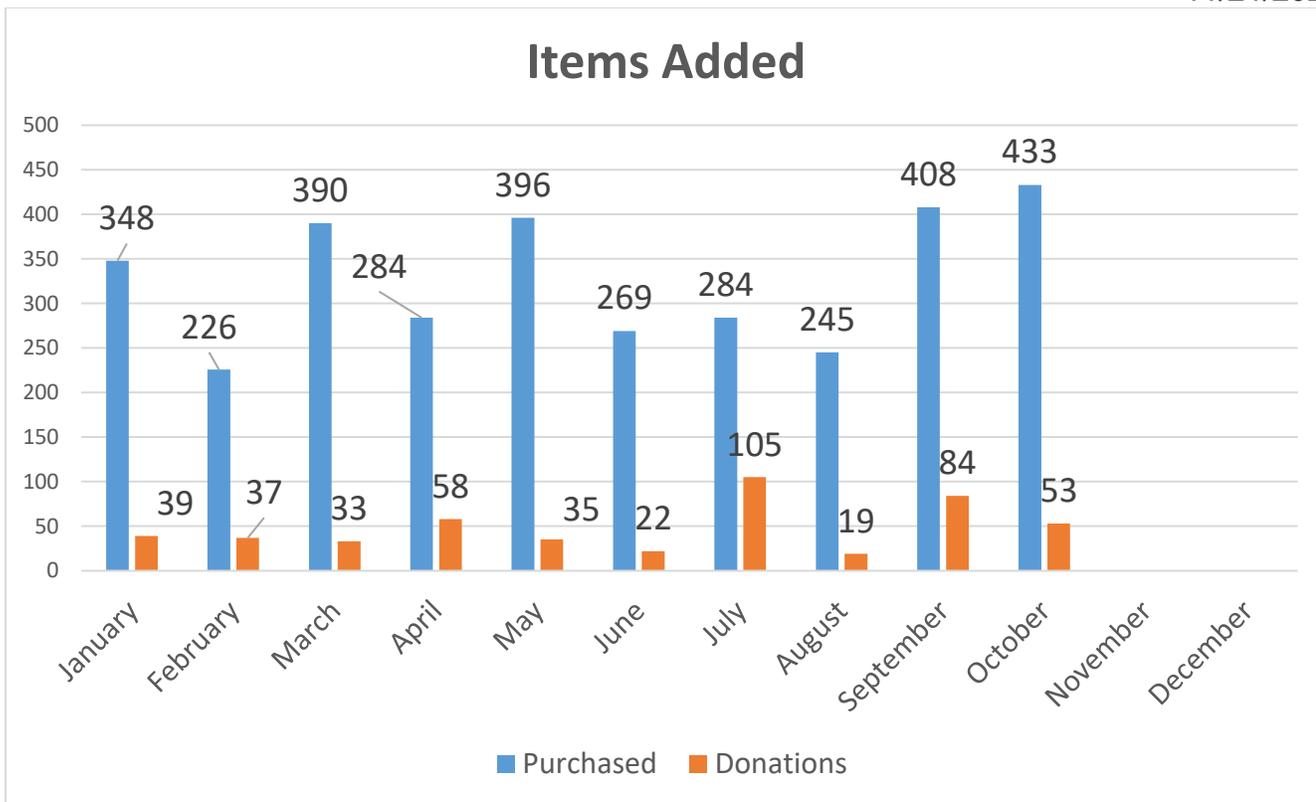


NEW Items Snapshot - November 7, 2023

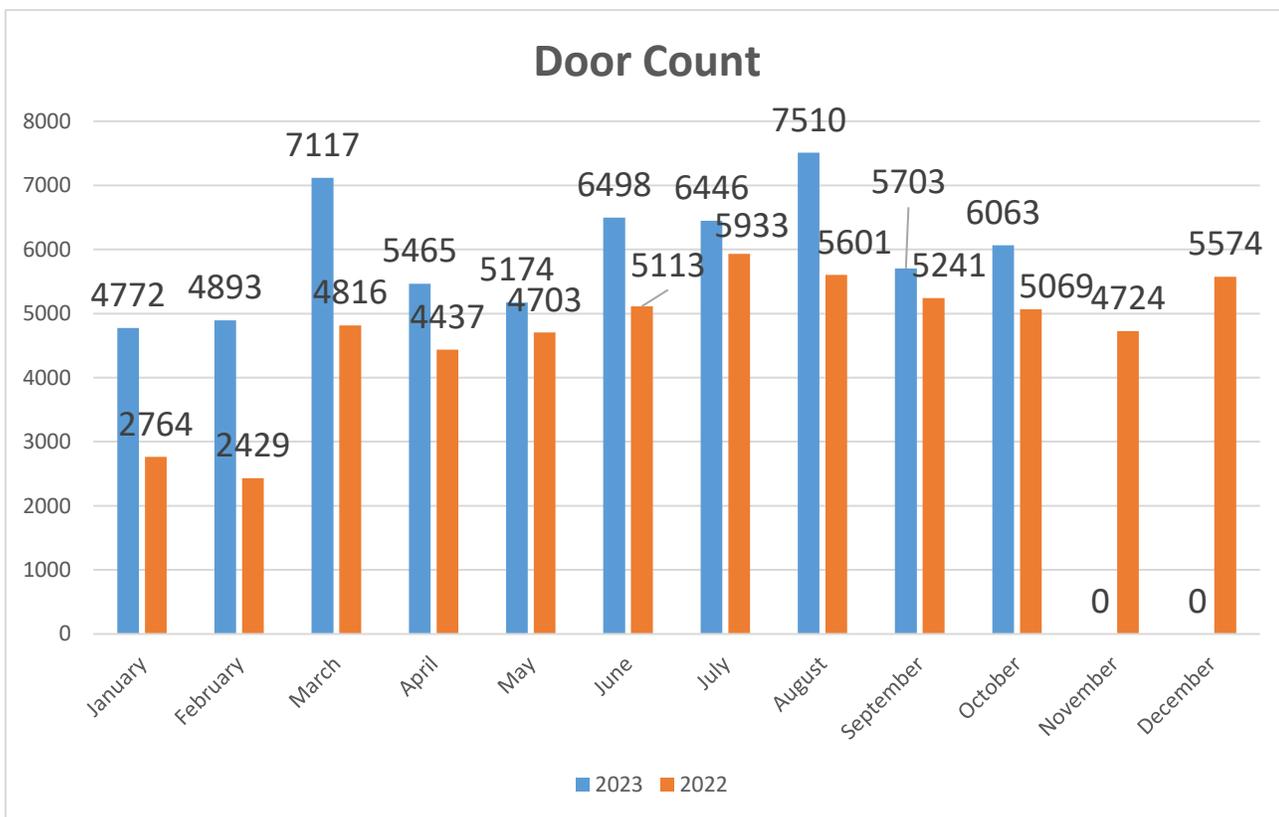
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4088	979	23.95%
Picture Books	625	138	22.08%
Adult Fiction	757	235	31.04%
Junior Fiction	397	42	10.58%
YA Fiction	288	26	9.03%

Circulation Snapshot - November 6, 2023

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	12	0	0	0
2 - Adult Audiobook	1660	2.1	99	6
3 - Adult DVDs	1787	2.3	130	7.3
4 - Adult Fiction	13494	17	779	5.8
5 - Adult Graphic Novel	367	0.5	24	6.5
6 - Adult Nonfiction	13676	17.3	673	4.9
7 - Board Book	682	0.9	179	26.2
8 - Children's CD Book	111	0.1	29	26.1
9 - Children's Audiobook	671	0.8	64	9.5
10 - Children's DVD	864	1.1	116	13.4
11 - Children's Graphic Novel	2	0	1	50
12 - Children's Reference	177	0.2	2	1.1
14 - Equipment	12	0	3	25
16 - Fantasy	219	0.3	25	11.4
17 - Other Language F/NF	844	1.1	28	3.3
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5482	6.9	749	13.7
20 - Junior Graphic Novel	1480	1.9	324	21.9
21 - Junior Nonfiction	8912	11.3	487	5.5
22 - Large Print	1770	2.2	100	5.6
23 - Magazine	3564	4.5	29	0.8
25 - Mystery	5853	7.4	385	6.6
27 - Newspaper	6	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	5954	7.5	1013	17
35 - Prof Collection	315	0.4	44	14
36 - Reader	2039	2.6	466	22.9
37 - Reference	505	0.6	0	0
39 - Science Fiction	1310	1.7	43	3.3
42 - Western	722	0.9	23	3.2
44 - Young Adult Audiobook	288	0.4	8	2.8
45 - Young Adult DVD	444	0.6	58	13.1
46 - Young Adult Fiction	3119	3.9	203	6.5
47 - Young Adult Graphic Novel	1472	1.9	212	14.4
48 - Young Adult Nonfiction	924	1.2	46	5
49 - Young Adult Reference	0	0	0	0
50 - OTAP	365	0.5	14	3.8
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	79149		6356	8

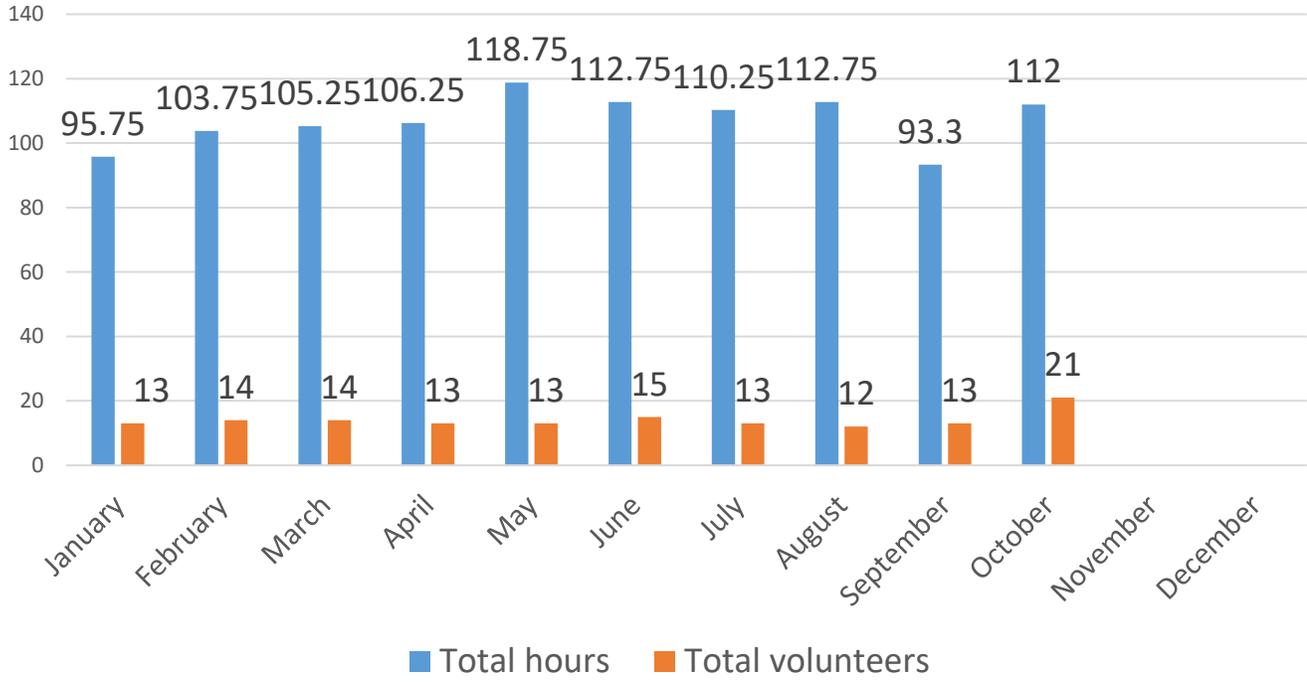


Total value added to collection
October 2023 - \$9336.19

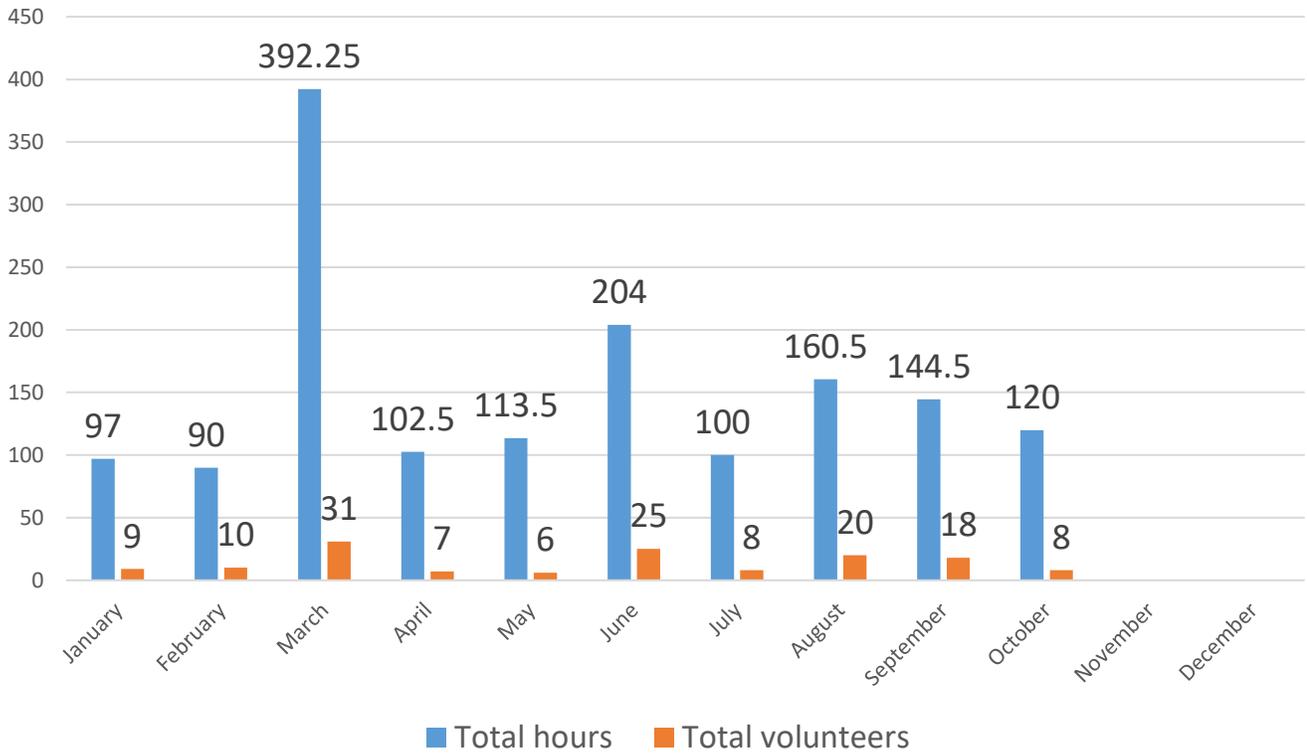


Library Card Sponsorship Program
Number of cards issued FY 2023-2024 – 15

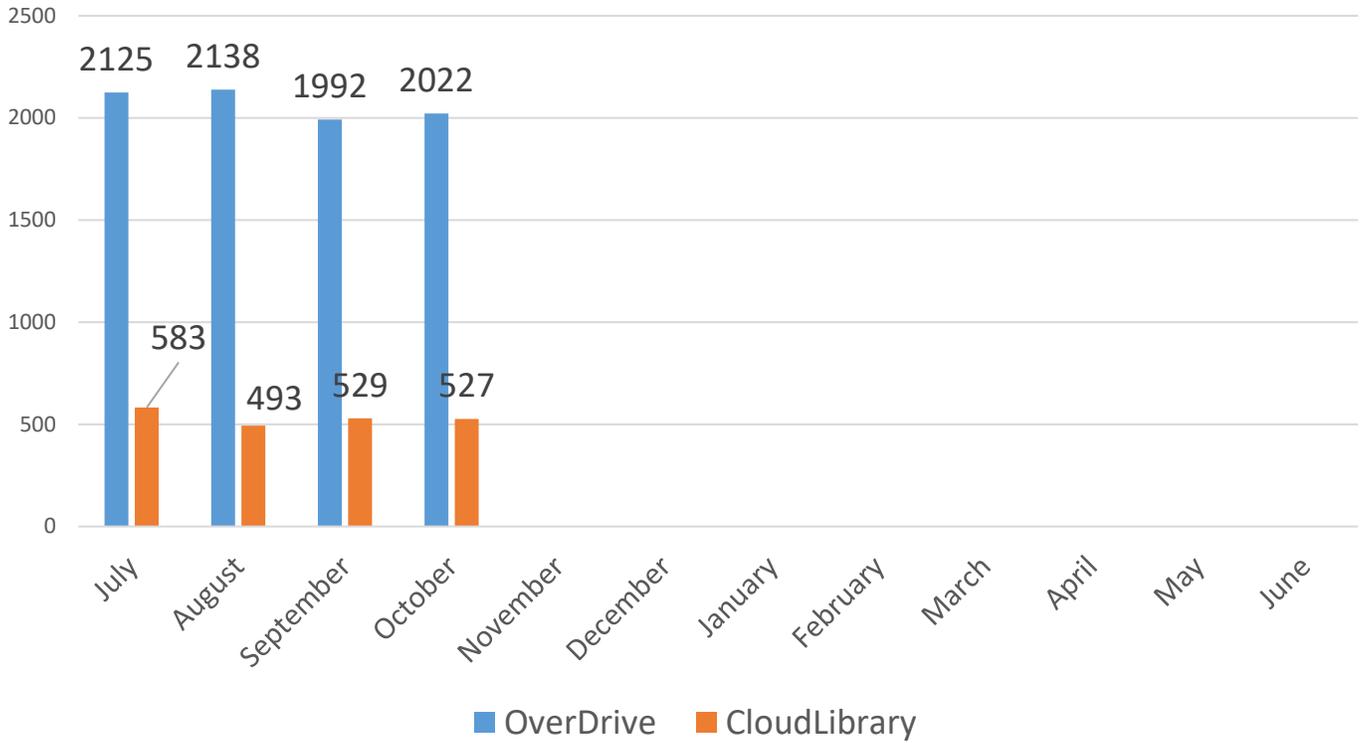
Volunteer Contribution - Library



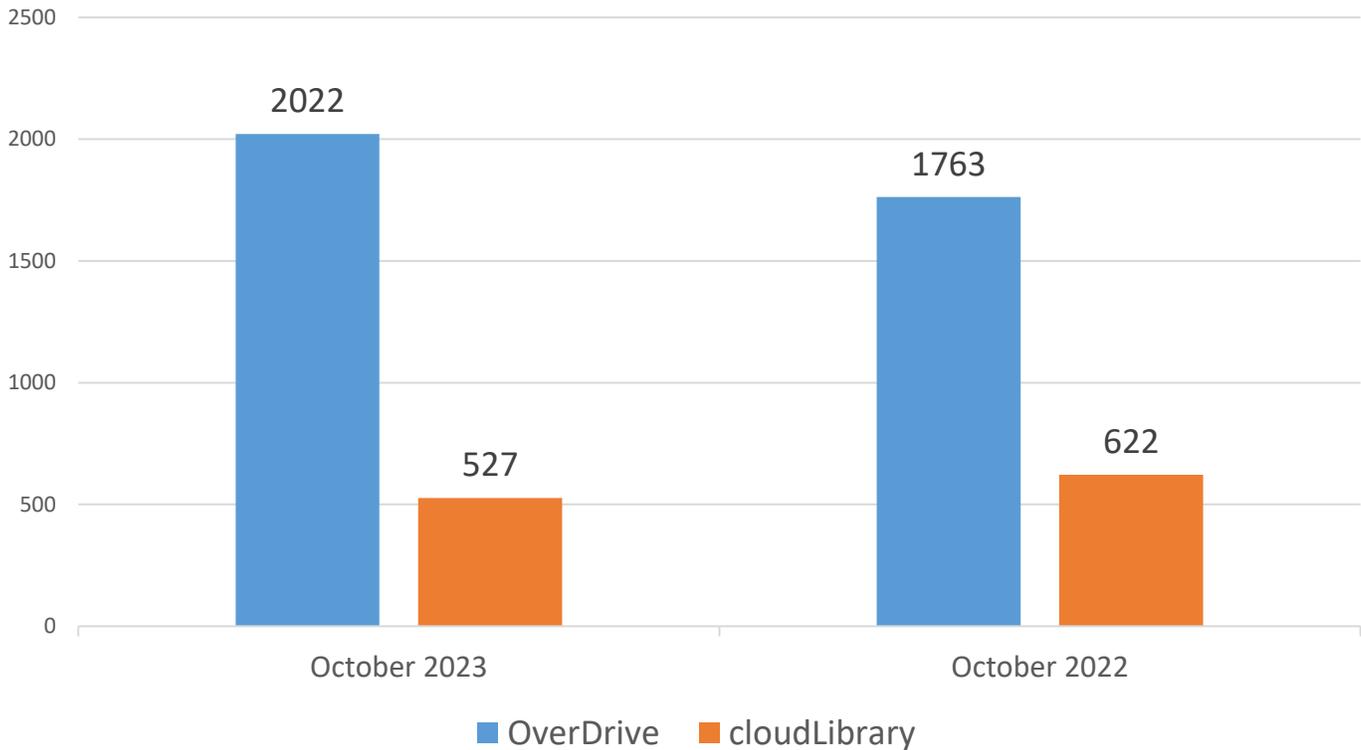
Volunteer Contribution - Friends of the Library



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)
10/4/2023	Storytime	41	x		
10/5/2023	Storytime	16	x		
10/11/2023	Storytime	27	x		
10/12/2023	storytime	26	x		
10/18/2023	Storytime	24	x		
10/19/2023	Stroytime	32	x		
10/25/2023	Storytime	32	x		
10/26/2023	Storytime	17	x		
	TOTAL	215			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/3/2023	GWC	8	x		
10/10/2023	GWC	8	x		
10/11/2023	Spanish Club	6	x		
10/12/2023	Legos	31	x		
10/17/2023	GWC	7	x		
10/18/2023	STEAM	10	x		
10/24/2023	GWC	7	x		
10/25/2023	Spanish Club	7	x		
10/26/2023	Kids Crafts	42	x		
10/27/2023	Hucrest Elementary Carnival	110		x	
	TOTAL	236			

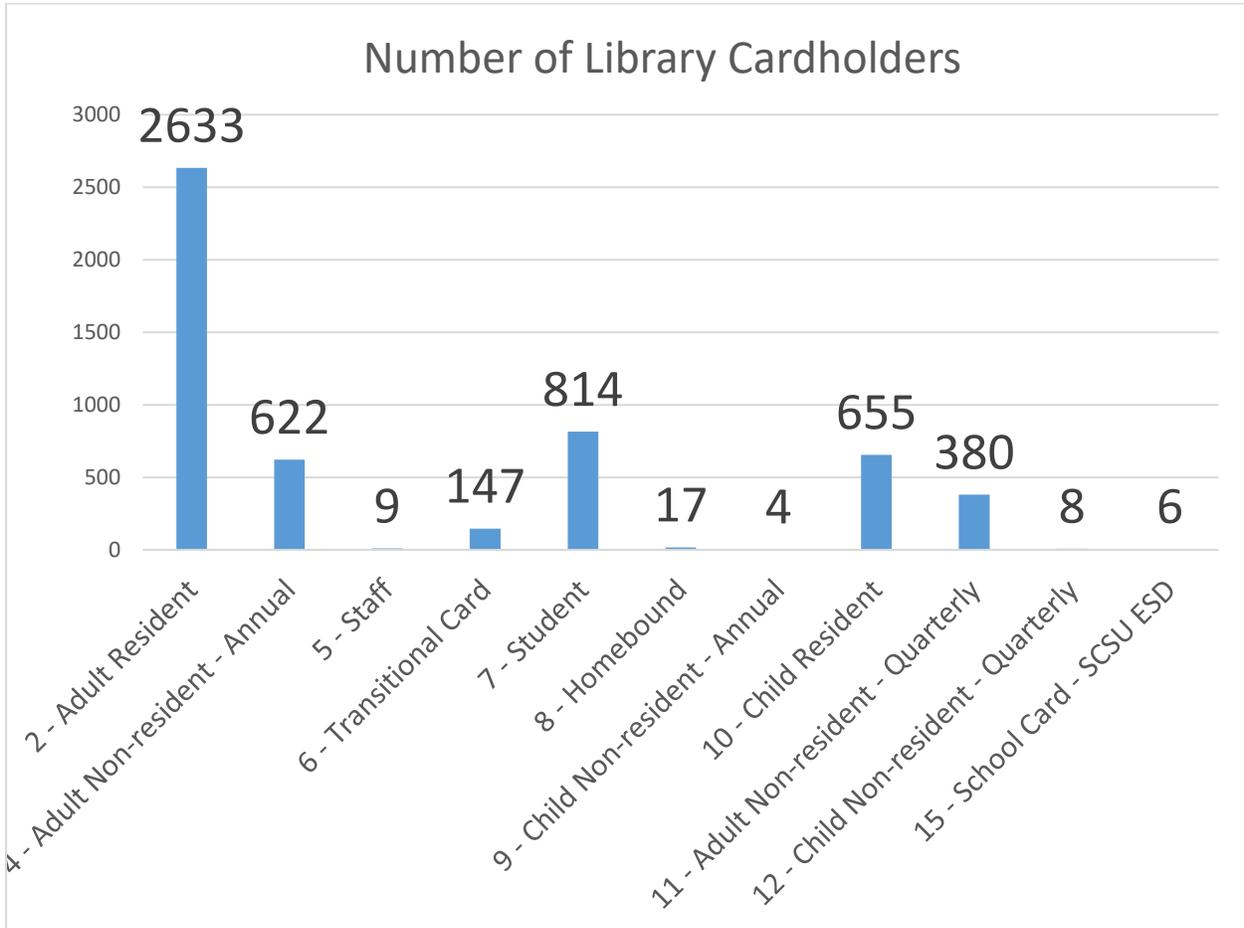
Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/5/2023	Teen Program	3	x		
10/17/2023	Horizons	13	x		
10/19/2023	Teen Program	5	x		
	TOTAL	21			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/10/2023	Online Book Group	6			x
10/11/2023	Sea Otters Program	33	x		
10/13/2023	Computer Basics	8	x		
10/16/2023	How Stories Can Save Us with Mark Yaconelli	21	x		
10/17/2023	Zoom Basics	2	x		
10/19/2023	Computer Basics for Caregivers	0	x		
10/20/2023	Android Basics	8	x		
10/26/2023	Silent Book Group	4	x		
	TOTAL	82			

Grab-and-Go Craft Kits					
Date		Number distributed			
10/10/2023	Ghost Rockets	80			
10/24/2023	Jack-o-Lantern Stickers	100			
	TOTAL	180			

ROSEBURG PUBLIC LIBRARY CARDHOLDERS

November 1, 2023



Total cardholders – 5295

Resident cardholders – 3461

- Adults – 2633
- Children – 655
- Transitional – 147
- Homebound – 17
- Staff – 9

Nonresident cardholders – 1834

- Annual memberships – 632
- Quarterly memberships – 388
- Students – 814

Membership revenue November 1, 2022-October 21, 2023 - \$25,387