



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, December 19, 2023**

U
12-14-2023

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

III. APPROVAL OF MINUTES

A. November 21, 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 the day of the meeting**. 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: January 16, 2024

VI. INFORMATIONAL

- A. Five-Year Review
- B. Monthly Statistics
- C. Programming
- D. Winter Reading Program
- E. Grants Update

VII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
November 21, 2023**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on November 21, 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

| | |
|------------------------|--|
| <u>Present</u> | Chair Andrea Zielinski and Commissioners Mandy Elder, Francesca Guyer, Shirley Lindell, Juliet Rutter, and Marcy Tassano |
| <u>Absent</u> | Theresa Lundy |
| <u>Attending Staff</u> | Library Director Kris Wiley, RARE AmeriCorps member Christian Sala and Management Staff Assistant Grace Jelks |
| <u>Others Present</u> | None |

3. APPROVAL OF MINUTES

Commissioner Guyer moved to approve the October 17, 2023, minutes. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Elder, Guyer, Lindell, Rutter, Tassano, and Zielinski voted yes. No Commissioners voted no.

4. PROGRAMMING

AmeriCorps member Sala reported preliminary survey results from the computer basics classes show they are beneficial, and shared feedback is to continue the courses in the future. Also, he reported the best outreach for such programs is through newspaper articles and fliers in the library. The grant required 36 participants. We are coming up on our last round of classes and can confidently say we will meet the requirements, as we are at 35.

He stated he is working on scheduling programs for adults through December 2024, including working with Antonio Huerta on the Charro (Mexican Horseman) Exhibit scheduled for February and geologist Larry Broeker for March. He has reached out to Oregon author Eileen Garvin. He also plans to apply for an Oregon Humanities Mini-Grants for Rural Libraries to fund a community read; the application is due in January.

Director Wiley is working with Umpqua Valley Audubon Society for a couple of virtual events over the winter, including January 4 with Rebecca Heisman, author of "Flight Paths: How a Passionate and Quirky Group of Pioneering Scientists Solved the Mystery of Bird Migration."

In December, AmeriCorps member Sala will organize a temporary collaborative mural project for the library, which will be worked on by the RARE AmeriCorps cohort for their

winter training. The mural will be a 12-foot by 8-foot mural of three wooden panels that will go up outside the teen room, replacing the Periodic Table of Black History. The mural message will be early literacy.

5. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported the Friends of the Library book sale begins next week on Thursday, Friday, and Saturday. There will be new books for sale from \$1.00 - \$5.00, DVDs for 50 cents. Setup begins Wednesday at 10:00 a.m., and volunteers are welcome.

6. NEXT MEETING DATE

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

7. INFORMATIONAL

A. Monthly Statistics

Director Wiley reported the library issued 145 library cards last month. On average this year, the library has issued 147 card monthly. Total circulation was 8585; 30 percent of circulation was digital items. Over the past two months, the library added nearly 1000 items to the collection, 86 percent of which were purchased.

Commissioner comments and questions included clarification of the statistical information for new users.

Director Wiley clarified that the blue number on the chart in the packet, which indicates active cardholders this year, is increasing because more people are visiting the library and applying for cards; the orange number, which indicates cardholders from 2022, decreased due to the massive purge of unused cards that were kept during the pandemic. The database now will be updated annually.

B. Library Cardholders

Director Wiley reported there were 5295 cardholders as of November 1. This included 1020 adult nonresidents, most of whom pay for a card. The exception is full-time classroom teachers and school media specialists employed by a public or private in the Roseburg School District geographic area who live outside City limits. They receive an annual membership at no cost. The City received \$25,387 in revenue from nonresident memberships in the past year. This year's library budget is \$664,864.

Commissioner comments and questions included how the revenue is allocated.

Director Wiley clarified that many people with memberships enjoy the cloudLibrary digital platform or having the physical book to read. The revenue equals about 4% of the library's total budget, and it goes into the City's general fund.

C. Programming

Director Wiley reported that youth programs restarted in October. Storytime continues to be popular, and providing two times each week has ensured smaller gatherings. Director Wiley and Youth Services Librarian Aurora Ropp set up a table at Hucrest Elementary's carnival on October 27, where they issued library cards, gave away books and craft kits, and talked with families.

D. Winter Reading Program

Director Wiley reported the Winter Reading Program for all ages will be held December 1 through 30. Children and teens will complete one log that corresponds to seven hours of reading for a free book. They also will have the popular book review component for the chance to win prizes that will be displayed in the lobby.

Adults will have a reading log with 15 prompts for the chance to win one of four \$25 gift cards to Roseburg businesses. For the first time, they also will complete book reviews for the chance to win a \$100 gift card to Brix in Roseburg.

Commissioner comments and questions included appreciation for the book review contest.

E. 5-Year Anniversary

Director Wiley reported the library's fifth anniversary is December 27. The library will host a community celebration Saturday, January 6 from 10 a.m. to 12 p.m. There will be six book-themed craft stations for youth from 10-12. At 10:30, City and Douglas Education Service District officials will share brief remarks. At 11 a.m., longtime Register-Guard journalist and bestselling author Bob Welch will discuss his latest book, "Seven Summers (and a Few Bummers): My Adventure Hiking the 2,650-Mile PCT." Throughout the morning, the library will provide cookies, coffee, water and library-branded items such as stickers, pens and notepads.

The library commissioners will receive an email invitation in the next couple of weeks.

F. Grants Update

Director Wiley reported the library received \$2500 from Roundhouse Foundation to help fund the Anime Your Way art workshops in June. The library submitted applications to the Douglas County Library Foundation for collection materials and to The Ford Family Foundation for collection materials in Spanish.

Commissioner comments and questions included whether there are books, digital library, or braille options for other language-speaking groups or sight-impaired individuals.

Director Wiley clarified that materials for individuals who speak other languages besides English often can be purchased upon request. The OverDrive digital platform is the best option for people who speak Spanish; and the State Library has many options for patrons whose vision is limited to access materials at no cost.

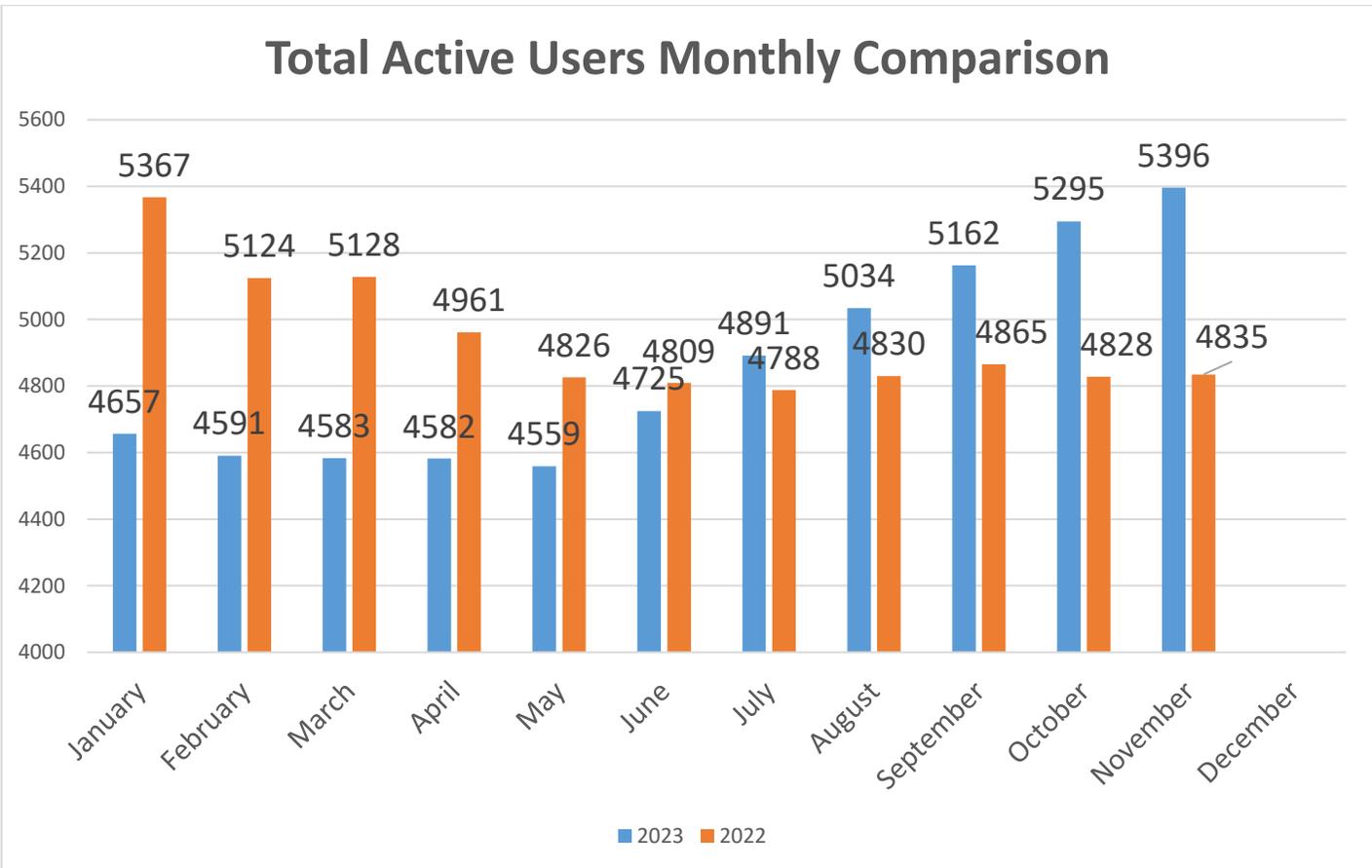
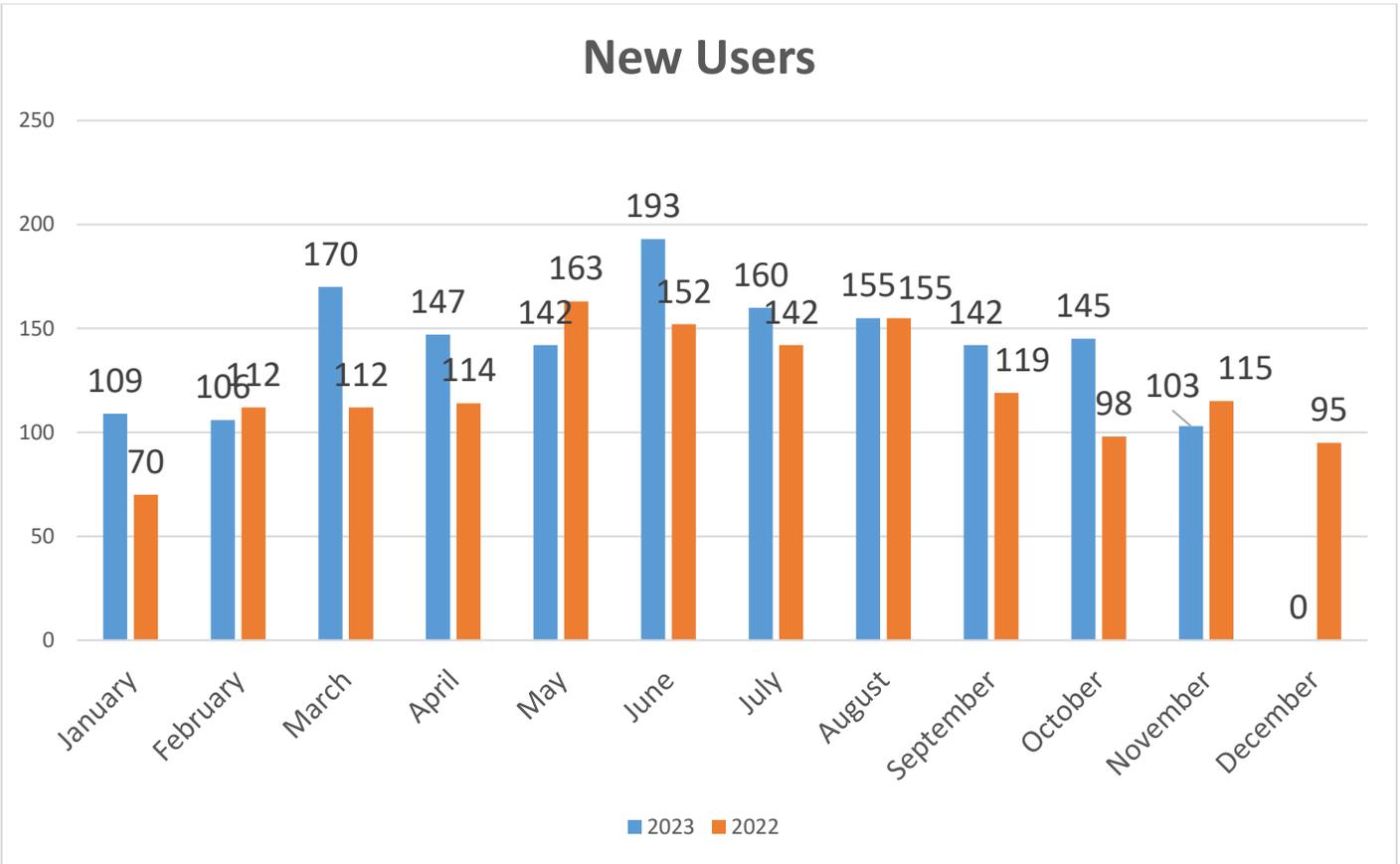
8. ADJOURNMENT

The meeting adjourned at 4:31 p.m. The next meeting is scheduled for Tuesday,
December 21, 2023, at 4:00 p.m.

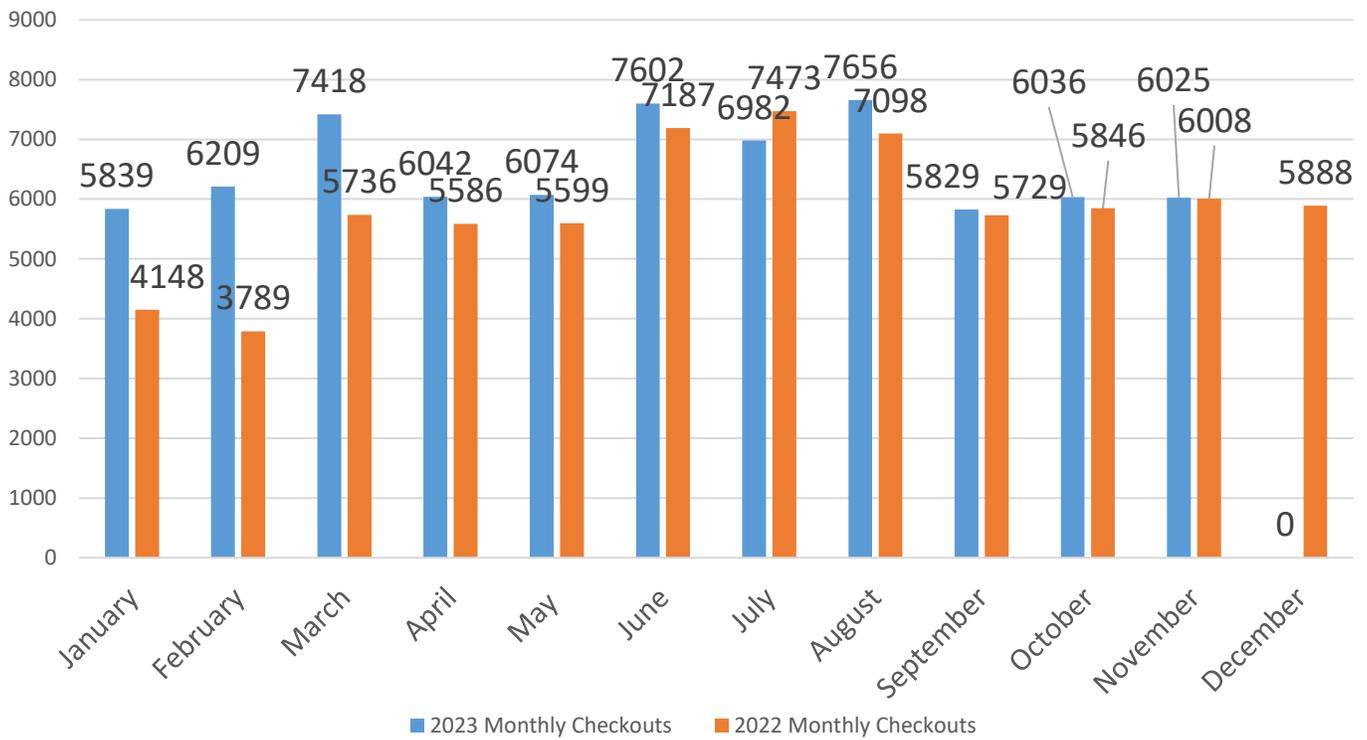
Respectfully submitted,

Grace Jelks

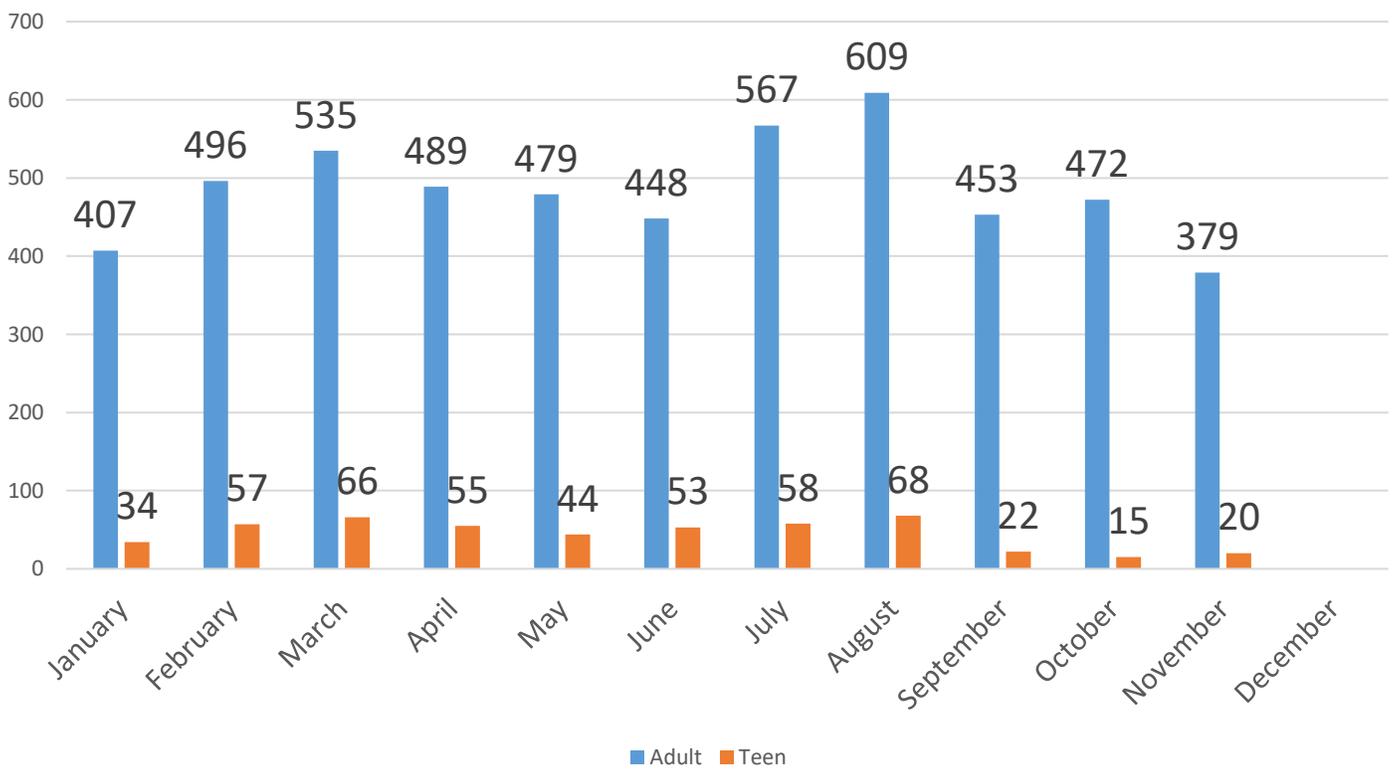
Grace Jelks, Management Staff Assistant



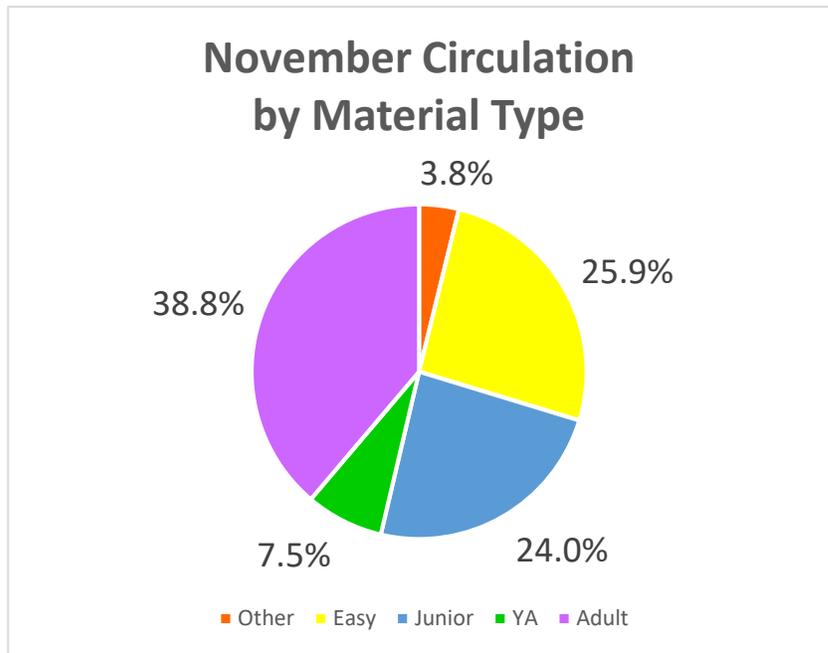
Physical Materials Checkouts



Public Computer Use



| | | Other | Easy | Junior | YA | Adult |
|--------------------------------|-------------|-------|-------|--------|------|-------|
| 1 - Unassigned | 1 | 3.8% | 25.9% | 24.0% | 7.5% | 38.8% |
| 2 - Adult Audiobook | 96 | 231 | 1559 | 1444 | 453 | 2338 |
| 3 - Adult DVDs | 297 | | | | | |
| 4 - Adult Fiction | 886 | | | | | |
| 5 - Adult Graphic Novel | 8 | | | | | |
| 6 - Adult Nonfiction | 473 | | | | | |
| 7 - Board Book | 173 | | | | | |
| 8 - Children's CD Book | 11 | | | | | |
| 9 - Children's Audiobook | 60 | | | | | |
| 10 - Children's DVD | 173 | | | | | |
| 11 - Children's Graphic Novel | 0 | | | | | |
| 12 - Children's Reference | 1 | | | | | |
| 14 - Equipment | 2 | | | | | |
| 16 - Fantasy | 25 | | | | | |
| 17 - Other Language F/NF | 35 | | | | | |
| 19 - Junior Fiction | 507 | | | | | |
| 20 - Junior Graphic Novel | 347 | | | | | |
| 21 - Junior Nonfiction | 357 | | | | | |
| 22 - Large Print | 135 | | | | | |
| 23 - Magazine | 24 | | | | | |
| 25 - Mystery | 475 | | | | | |
| 30 - Oversize | 0 | | | | | |
| 34 - Picture Book | 925 | | | | | |
| 35 - Prof Collection | 27 | | | | | |
| 36 - Reader | 422 | | | | | |
| 37 - Reference | 0 | | | | | |
| 39 - Science Fiction | 41 | | | | | |
| 42 - Western | 37 | | | | | |
| 44 - Young Adult Audiobook | 7 | | | | | |
| 45 - Young Adult DVD | 78 | | | | | |
| 46 - Young Adult Fiction | 163 | | | | | |
| 47 - Young Adult Graphic Novel | 175 | | | | | |
| 48 - Young Adult Nonfiction | 30 | | | | | |
| OTAP | 4 | | | | | |
| Off Site | 0 | | | | | |
| None/On-the-fly | 30 | | | | | |
| TOTAL | 6025 | | | | | |

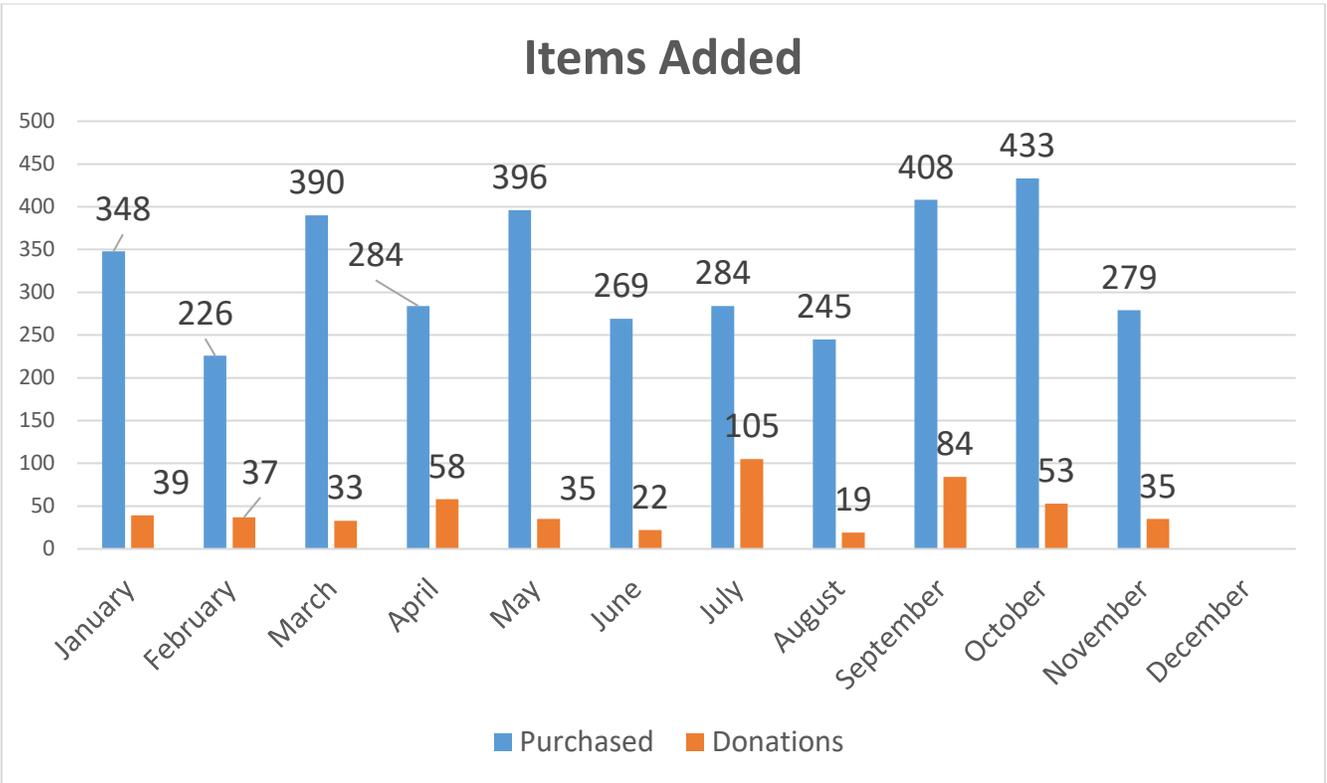


NEW Items Snapshot - December 5, 2023

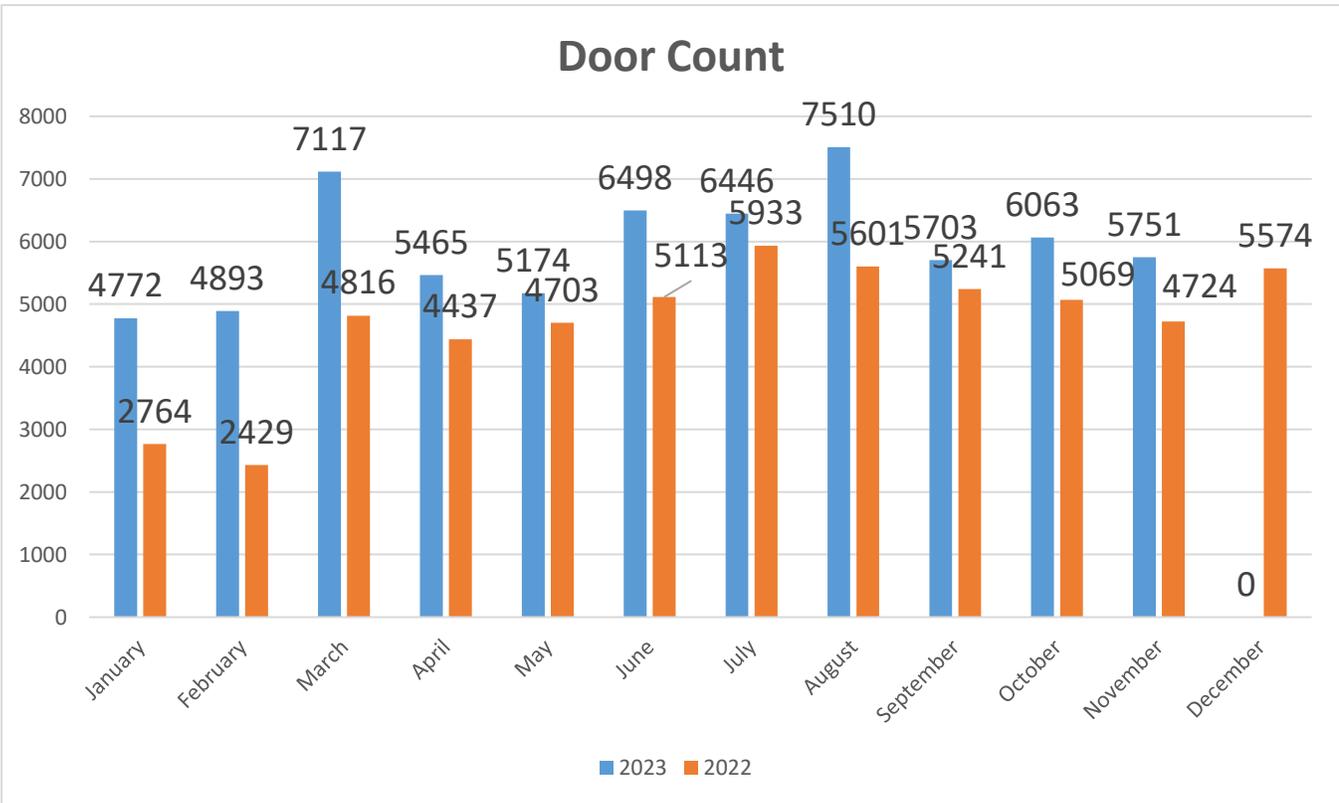
| Item Type | Total number | Number Checked Out | Percentage Checked Out |
|----------------|--------------|--------------------|------------------------|
| NEW Items | 3989 | 949 | 23.79% |
| Picture Books | 550 | 137 | 24.91% |
| Adult Fiction | 733 | 231 | 31.51% |
| Junior Fiction | 413 | 55 | 13.32% |
| YA Fiction | 284 | 21 | 7.39% |

Circulation Snapshot - December 5, 2023

| Type | Holdings | % of Holdings | Out | % Out |
|--------------------------------|----------|---------------|------|-------|
| 1 - Unassigned | 0 | 0 | 0 | 0 |
| 2 - Adult Audiobook | 1664 | 2.1 | 107 | 6.4 |
| 3 - Adult DVDs | 1793 | 2.3 | 116 | 6.5 |
| 4 - Adult Fiction | 13538 | 17.1 | 796 | 5.9 |
| 5 - Adult Graphic Novel | 368 | 0.5 | 14 | 3.8 |
| 6 - Adult Nonfiction | 13703 | 17.3 | 600 | 4.4 |
| 7 - Board Book | 684 | 0.9 | 166 | 24.3 |
| 8 - Children's CD Book | 109 | 0.1 | 18 | 16.5 |
| 9 - Children's Audiobook | 671 | 0.8 | 56 | 8.3 |
| 10 - Children's DVD | 864 | 1.1 | 112 | 13 |
| 11 - Children's Graphic Novel | 2 | 0 | 1 | 50 |
| 12 - Children's Reference | 177 | 0.2 | 2 | 1.1 |
| 14 - Equipment | 12 | 0 | 2 | 16.7 |
| 16 - Fantasy | 223 | 0.3 | 31 | 13.9 |
| 17 - Other Language F/NF | 844 | 1.1 | 33 | 3.9 |
| 18 - Govdoc | 27 | 0 | 0 | 0 |
| 19 - Junior Fiction | 5505 | 7 | 692 | 12.6 |
| 20 - Junior Graphic Novel | 1490 | 1.9 | 333 | 22.3 |
| 21 - Junior Nonfiction | 8922 | 11.3 | 447 | 5 |
| 22 - Large Print | 1771 | 2.2 | 102 | 5.8 |
| 23 - Magazine | 3577 | 4.5 | 17 | 0.5 |
| 25 - Mystery | 5870 | 7.4 | 328 | 5.6 |
| 27 - Newspaper | 6 | 0 | 0 | 0 |
| 30 - Oversize | 19 | 0 | 0 | 0 |
| 34 - Picture Book | 5676 | 7.2 | 918 | 16.2 |
| 35 - Prof Collection | 315 | 0.4 | 39 | 12.4 |
| 36 - Reader | 2042 | 2.6 | 392 | 19.2 |
| 37 - Reference | 505 | 0.6 | 0 | 0 |
| 39 - Science Fiction | 1313 | 1.7 | 40 | 3 |
| 42 - Western | 724 | 0.9 | 22 | 3 |
| 44 - Young Adult Audiobook | 288 | 0.4 | 6 | 2.1 |
| 45 - Young Adult DVD | 446 | 0.6 | 62 | 13.9 |
| 46 - Young Adult Fiction | 3158 | 4 | 227 | 7.2 |
| 47 - Young Adult Graphic Novel | 1493 | 1.9 | 159 | 10.6 |
| 48 - Young Adult Nonfiction | 924 | 1.2 | 49 | 5.3 |
| 49 - Young Adult Reference | 0 | 0 | 0 | 0 |
| 50 - OTAP | 386 | 0.5 | 13 | 3.4 |
| 51 - Off Site | 1 | 0 | 0 | 0 |
| 52 - DESD | 0 | 0 | 0 | 0 |
| Total | 79110 | | 5900 | 7.5 |

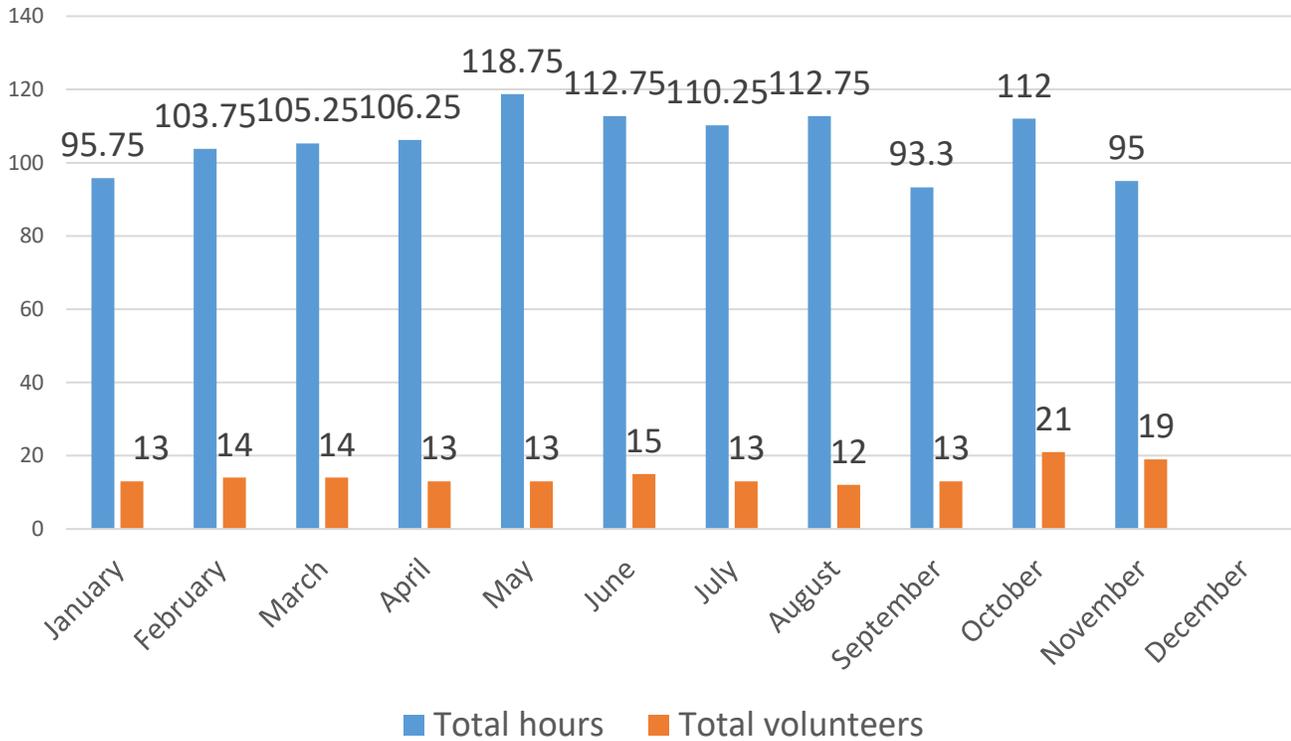


Total value added to collection
 November 2023 - \$8900.04

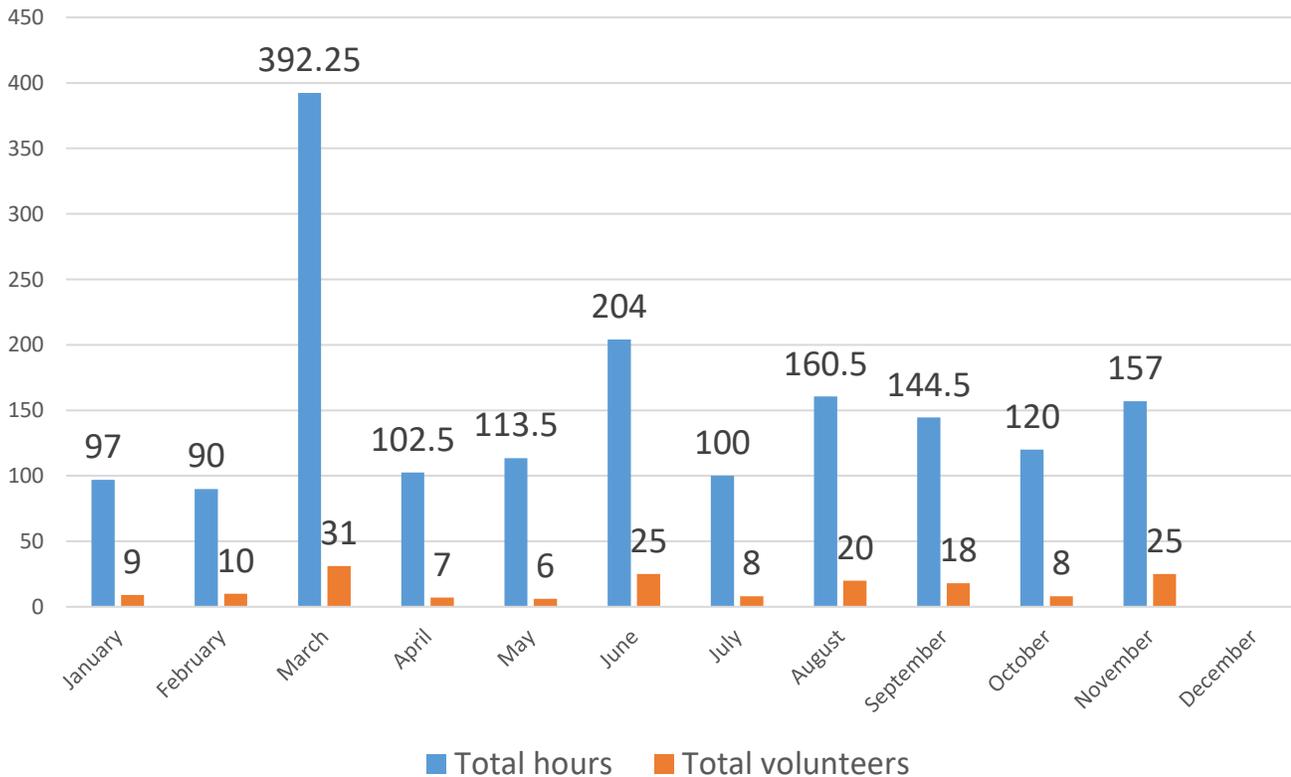


Library Card Sponsorship Program
 Number of cards issued FY 2023-2024 – 15

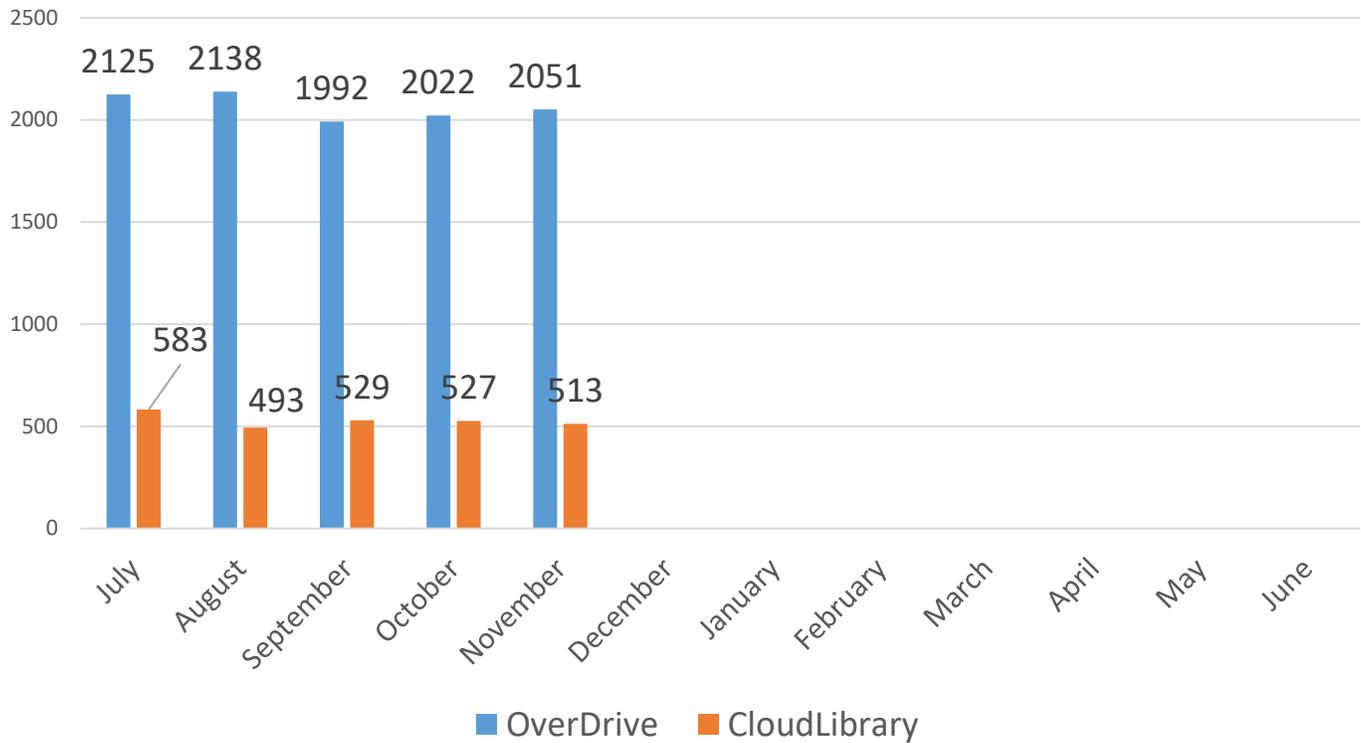
Volunteer Contribution - Library



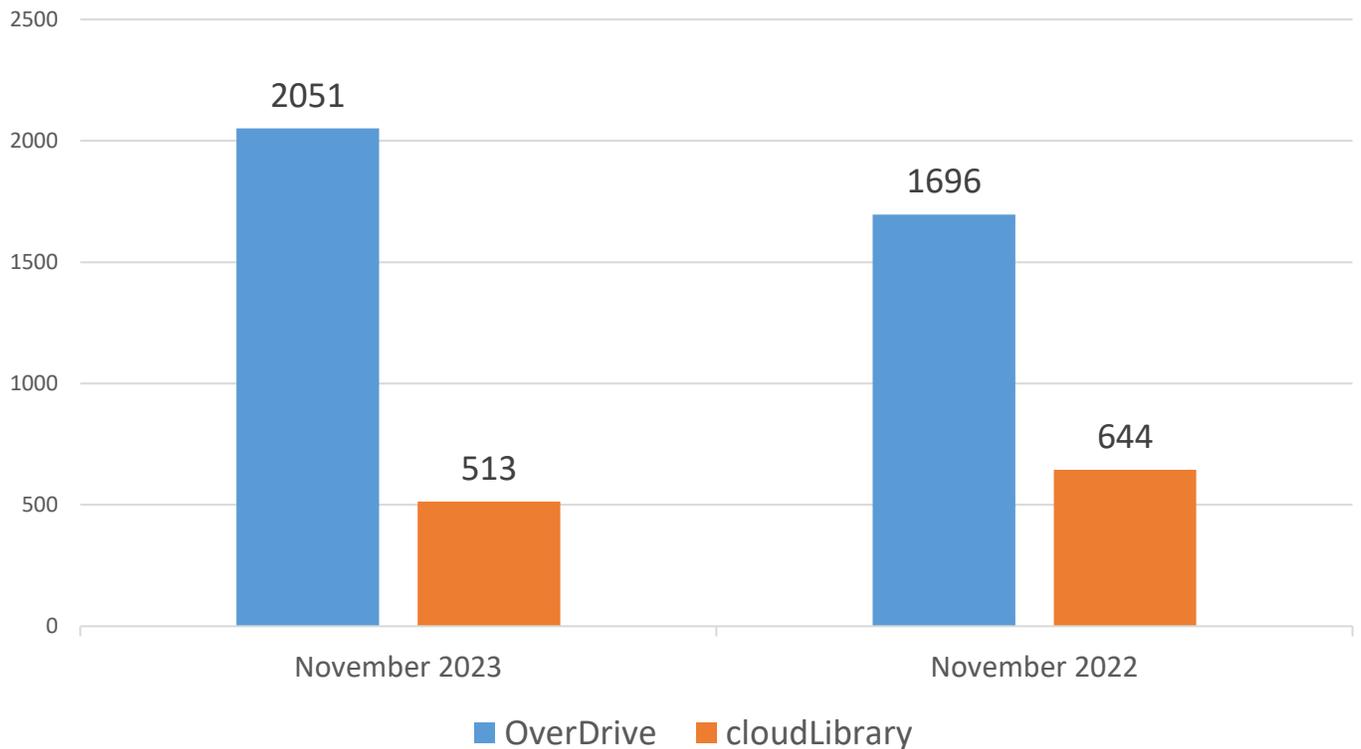
Volunteer Contribution - Friends of the Library



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) |
| 11/1/2023 | Storytime | 32 | x | | |
| 11/2/2023 | Storytime | 17 | x | | |
| 11/8/2023 | Storytime | 30 | x | | |
| 11/9/2023 | Storytime | 16 | x | | |
| 11/15/2023 | Storytime | 31 | x | | |
| 11/16/2023 | Storytime | 12 | x | | |
| 11/29/2023 | Storytime | 38 | x | | |
| 11/30/2023 | Storytime | 17 | x | | |
| | TOTAL | 193 | | | |

| Children's Programs - Live Sessions Ages 6-11 | | | | | |
|--|------------------------|-------------------|---------------|----------------|--|
| Date | | Attendance | Onsite | Offsite | Virtual (Facebook Live or Zoom) |
| 11/1/2023 | Artist Explore - Monet | 5 | x | | |
| 11/8/2023 | Spanish Club | 7 | x | | |
| 11/9/2023 | Legos | 41 | x | | |
| 11/14/2023 | GWC | 9 | x | | |
| 11/15/2023 | STEAM | 12 | x | | |
| 11/21/2023 | GWC | 8 | x | | |
| 11/28/2023 | GWC | 7 | x | | |
| 11/30/2024 | kids crafts | 20 | x | | |
| | TOTAL | 109 | | | |

| Live Teen Programs | | | | | |
|---------------------------|---------------------|-------------------|---------------|----------------|--|
| Date | | Attendance | Onsite | Offsite | Virtual (Facebook Live or Zoom) |
| 11/2/2023 | Teen Program | 3 | x | | |
| 11/14/2023 | Horizons | 15 | x | | |
| 11/16/2023 | Teen Volunteer time | 4 | x | | |
| | TOTAL | 22 | | | |

| Live Adult Programs | | | | | |
|----------------------------|-----------------------------------|-------------------|---------------|----------------|--|
| Date | | Attendance | Onsite | Offsite | Virtual (Facebook Live or Zoom) |
| 11/2/2023 | Conceptos basicos | 1 | x | | |
| 11/3/2023 | Computer Basics | 8 | x | | |
| 11/10/2023 | Zoom Basics | 7 | x | | |
| 11/14/2023 | Conceptos basicos | 0 | x | | |
| 11/14/2023 | Online Book Group | 6 | | | x |
| 11/15/2023 | Vaux's Swifts: A West Coast Story | 17 | | | x |
| 11/16/2023 | Android Basics for Caregivers | 0 | x | | |
| 11/17/2023 | Android Basics | 6 | x | | |
| 11/30/2023 | Silent Book Group | 4 | x | | |
| | TOTAL | 49 | | | |

| All Ages Programs | | | | | |
|--------------------------|---------------|---------------------------|--|---|------------|
| Date | | Number distributed | | | |
| 11/17/2023 | Sunshine Apts | 14 | | x | 11/17/2023 |
| | | | | | |
| | TOTAL | 80 | | | |

| Grab-and-Go Craft Kits | | | | | |
|-------------------------------|-------------------|---------------------------|--|--|--|
| Date | | Number distributed | | | |
| 11/7/2023 | Thanksgiving Card | 80 | | | |
| 11/21/2023 | Snowy Owl | 80 | | | |
| | TOTAL | 160 | | | |