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ROSEBURG LIBRARY COMMISSION AGENDA
Tuesday, January 16, 2024

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:

<u>Chair:</u>	Andrea Zielinski		
<u>Commissioners:</u>	Mandy Elder	Francesca Guyer	Vacant
	Shirley Lindell	Juliet Rutter	Marcy Tassano

III. APPROVAL OF MINUTES

A. December 19, 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: February 20, 2024

VI. INFORMATIONAL

- A. Library Use Assessment Survey
- B. Monthly Statistics
- C. Programming
- D. Winter Reading Program
- E. Grants Update

VII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
December 19, 2023**

1. CALL TO ORDER

Commissioner Elder called the regular meeting of the Roseburg Library Commission to order at 4:17 p.m. on December 19, 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 Commissioners Mandy Elder, Shirley Lindell, Juliet Rutter, and Marcy Tassano

Absent Andrea Zielinski, Francesca Guyer, and Theresa Lundy (resigned)

Attending Staff Library Director Kris Wiley, Youth Services Librarian Aurora Ropp, RARE AmeriCorps member Christian Sala, City Recorder Patty Hitt, and Management Staff Assistant Grace Jelks

Others Present None

3. APPROVAL OF MINUTES

Commissioner Tassano moved to approve the November 21, 2023, minutes. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Elder, Lindell, Rutter, and Tassano voted yes. No Commissioners voted no.

4. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported the Friends of the Library book sale collected \$3800 this year, sales increased by \$1000 from last year, leftover books now fit into the bookstore, there are still lots of new books that would make great gifts, donations to Dolly Parton's Imagination Library totaled \$148, and the next book sale will be the first week of March, when books will be 50 cents apiece.

5. NEXT MEETING DATE

Tuesday, January 16, 2024, at 4:00 p.m. This will be a hybrid meeting.

6. INFORMATIONAL

A. Five-Year Review

Director Wiley shared a visual presentation of statistics and highlights from the library's first five years of operations. She will repeat the presentation at the Jan. 8 City Council meeting.

Commissioner comments and questions included appreciation to Director Wiley for her hard work, congratulations on five years of success, looking ahead to 2024, and a preview of new programming.

Director Wiley and Librarian Ropp clarified projects in 2024 will include a library use assessment that will involve a survey, focus groups, and outreach for feedback, all of which will inform the next five-year strategic plan; expanded Summer Reading Program with community partnerships; and upgrading the Ford Room with built-in cameras to create a meeting space to allow for hybrid Zoom, in-person attendees, and live streaming. The goal is for the technology to be used by the City, Douglas Education Service District, and the public, who would be able to rent the space with the technology at a higher rate than the current fee.

B. Monthly Statistics

Director Wiley reported that statistics in November were similar to previous months. She noted the library was closed more days because of holidays, which is reflected in lower computer use and door count.

C. Programming

Librarian Ropp reported on kids programming. The library started offering teen volunteer times to help fulfill high school credit requirements. Two teens participated in November, and an additional participant will be volunteering this week. Winter programs are happening while kids are out of school for the holidays, and 76 people showed up today to make ornaments. The library added a second storytime this year to accommodate more kids, and there has been better interaction in smaller groups on both days.

Additional programming included Legos and STEM activities. Kids attending the artist program hear a book about the artist and then create a piece of art based on the book. Horizons foster care education program students visit the library once a month to learn about research skills, find materials to check out, and complete an activity. Two preschool classes have come in to get library cards and take a tour.

There is a current book club collaboration with the Douglas ESD's Students of Color Student Union. The book club list consists of four books centered on people identifying as non-white. The group will work with Professor Alma Rosa Alvarez from Southern Oregon University for the January program. The grant determined the books that were covered, and the project has been successful in starting some great conversations.

Librarian Ropp spoke about her position as the Oregon Library Association Children's Services Division Secretary. She also serves on the Diverse BookFinder national committee, searching catalogs and identifying new books about non-white subjects and diversity.

Director Wiley reported the library will partner with the Umpqua Valley Audubon Society for two Facebook Live streaming programs on the library's Facebook page. On Thursday, Jan. 4 at 6:30 p.m., Rebecca Heisman will share her book "Flight Paths: How a Passionate and Quirky Group of Pioneering Scientists Solved the Mystery of Bird Migration." On Wednesday, Feb. 7, at 6:30 p.m., Paul

Engelmeyer of the Ten Mile Creek Sanctuary will present “Land-Sea Conservation Issues and Strategies.”

AmeriCorps member Sala reported that the library’s five-year anniversary celebration is on Saturday, Jan. 6 beginning at 10 a.m. From 10 a.m. to 12 p.m., craft stations will be set up for youth to create book-themed projects. At 10:30 a.m., City and Douglas ESD officials will deliver remarks. At 11 a.m., journalist Bob Welch will share his latest book, “Seven Summers (and a Few Bummers): My Adventure Hiking the 2,650-Mile PCT.” Light refreshments will be served.

The basic computer class grant requirement of 36 participants has been fulfilled. Survey reports still indicate that the classes have been successful, and the main suggestion to improve learning is to offer more classes. Thus, staff recognizes the need for tech assistance at the library. There is one final class on December 21, computer basics for caregivers, although no one has registered. No patron has registered for past tech classes for caregivers.

The tech classes will not continue in 2024, but staff will create one-on-one open hours for tech support. The AmeriCorps member and the Library Director concluded that the formal classes were not flexible enough to cater to the varied technology needs of the patrons. Furthermore, the course format would not be sustainable without additional staffing. Thus, staff plans on scheduling two- to three-hour periods when patrons can come in with their devices and troubleshoot issues or learn how to use them. We will have the library’s Spanish translator available at selected times. Dates are being finalized and will be posted on the library’s online calendar and shared in the library’s News-Review article.

Commissioner comments and questions included whether there is a book list for the book club, appreciation for Librarian Ropp’s efforts to research and bring more diverse books to the library, and staff’s availability to provide one-on-one computer classes.

Director Wiley confirmed that Librarian Ropp has already begun working on January programming and that AmeriCorps member Sala will be available for patrons seeking computer skills classes during drop-in hours. The book club’s book list was created by the grantor.

D. Winter Reading Program

Director Wiley reported the Winter Reading Program continues through Dec. 30 for all ages. Visit the library’s front desk or the website at www.roseburgpubliclibrary.org for details. The program is sponsored by the Friends of the Roseburg Public Library.

E. Grants Update

Director Wiley reported the library received a \$7500 Good Neighbor Grant from The Ford Family Foundation for Spanish language collection development. Funding will be expended over 18 months, and it will include outreach to the Spanish-speaking community so folks have the opportunity to share their purchase requests.

The ATT Phase II grant report is due Jan. 12. This funded the public computer classes.

The Douglas County Cultural Coalition grant report, which helped fund the Summer Reading Program, is due at the end of December. Their 2024 application will be due in January, and we plan to ask for funding to support the manga art program.

7. ADJOURNMENT

The meeting adjourned at 5:04 p.m. The next meeting is scheduled for Tuesday, January 16, 2024, at 4:00 p.m.

Respectfully submitted,

Grace Jelks

Grace Jelks, Management Staff Assistant

Roseburg Public Library Use Assessment Survey

Please take a moment to answer this anonymous survey about the library.

All questions are optional.

Section 1: Please complete both sections, front and back, of the survey.

1. Do you have a library card?

- Yes
- No
- Do not know

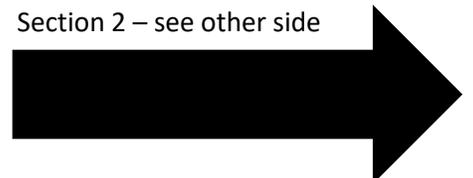
We value your opinions. Please answer the following questions:

2. What do you value most about Roseburg Public Library?

3. How could Roseburg Public Library or its services be improved?

4. If you do not use Roseburg Public Library, why not?

Section 2 – see other side



Section 2: Please check one answer for each of the following:

5. How would you rate each of the following library services?

	Excellent	Good	Fair	Poor	Don't know/ Not applicable
Customer service	<input type="radio"/>				
Physical collection (books, DVDs, newspapers/magazines)	<input type="radio"/>				
Digital collection (Libby, cloudLibrary)	<input type="radio"/>				
Programs (classes, storytimes, speakers, crafts, etc.)	<input type="radio"/>				
Online services (website, catalog, research databases)	<input type="radio"/>				
Computers and printers	<input type="radio"/>				
Facility	<input type="radio"/>				
Overall, how would you rate the library?	<input type="radio"/>				

6. What is your age?

- Under 18
- 18-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70-79
- 80-89
- 90+
- Choose not to answer

7. What is your gender?

- Female
- Male
- Non-binary
- Choose not to answer

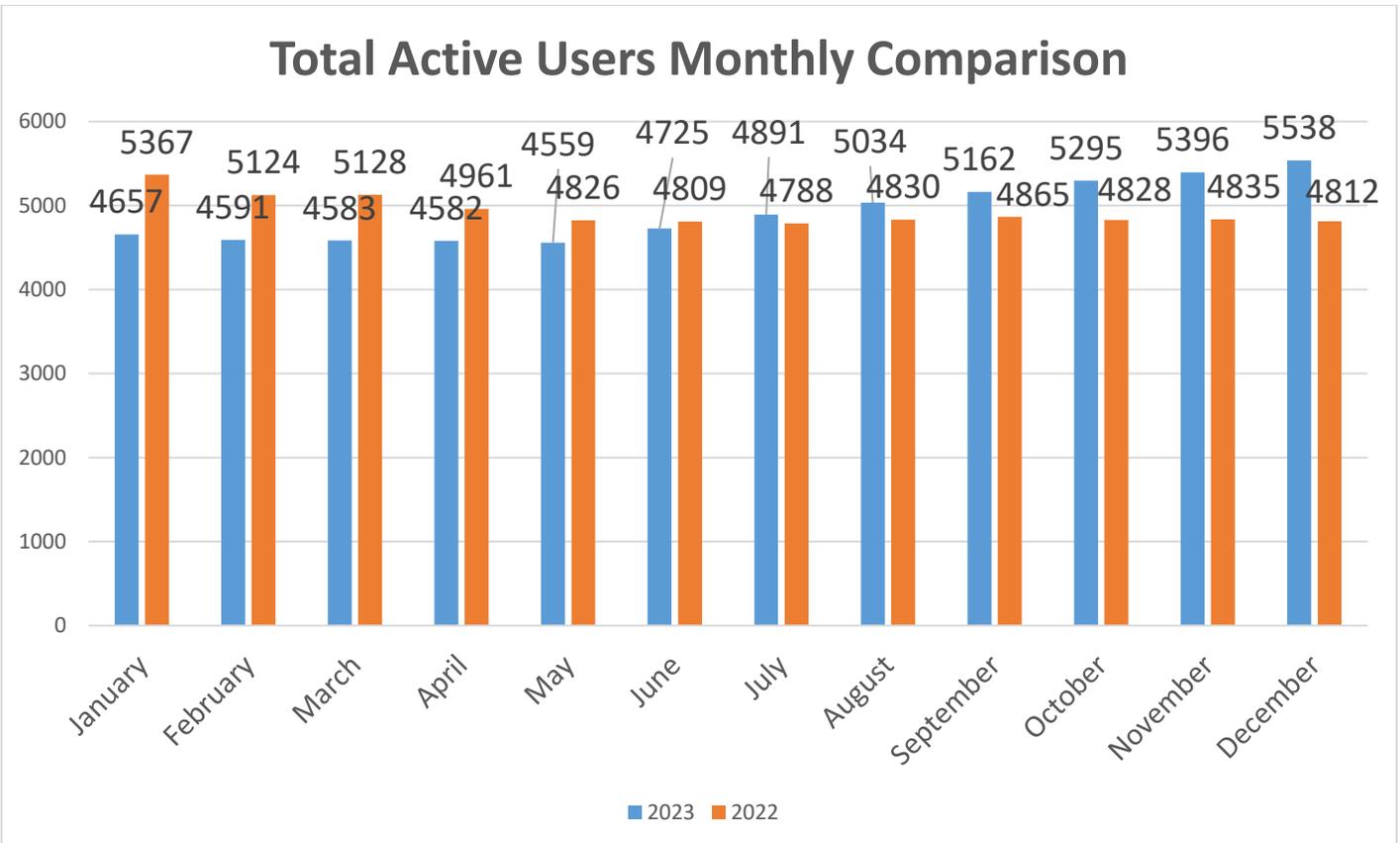
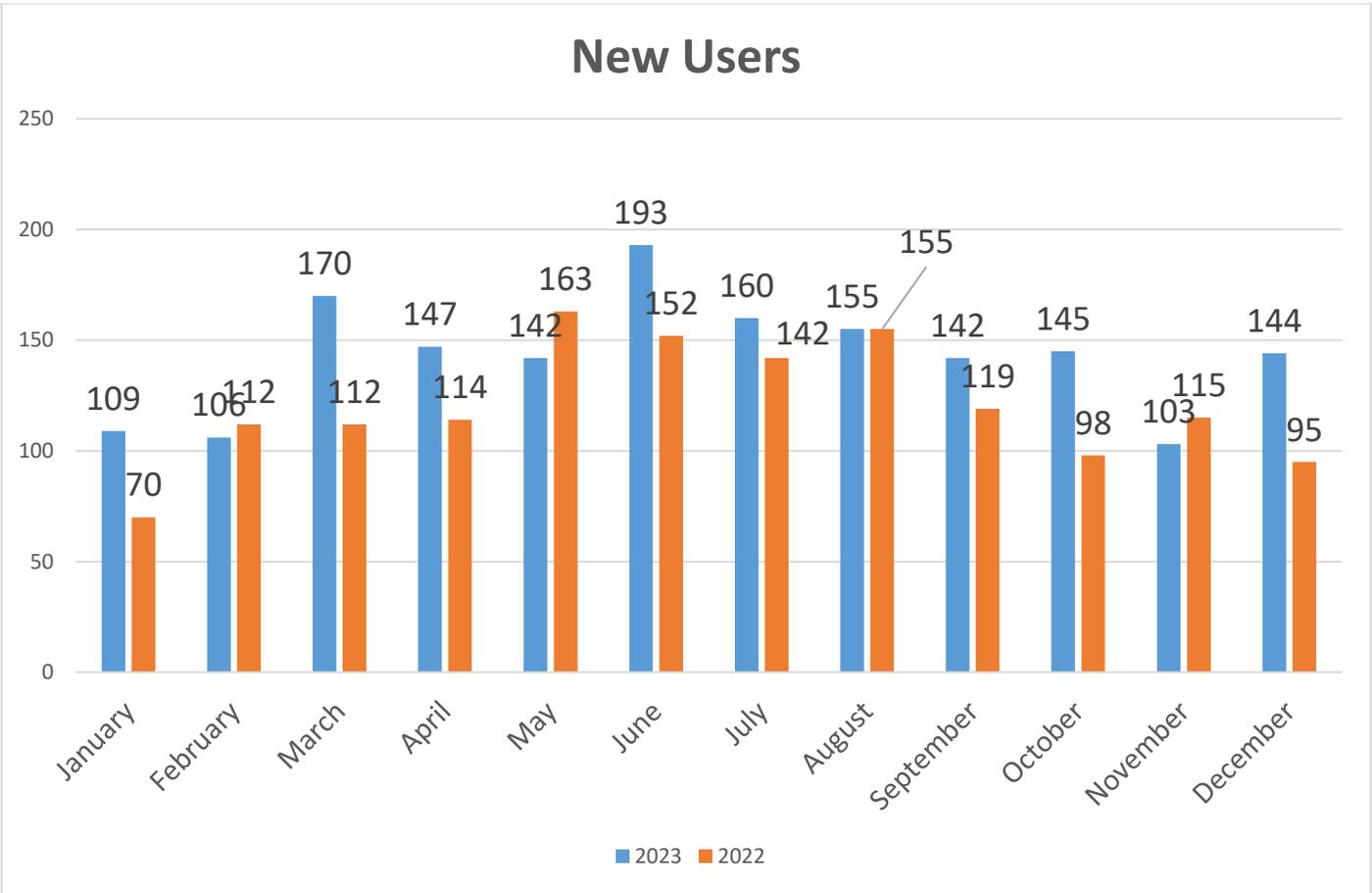
Please return the survey in the enclosed envelope.

If there is no enclosed envelope, return the survey:

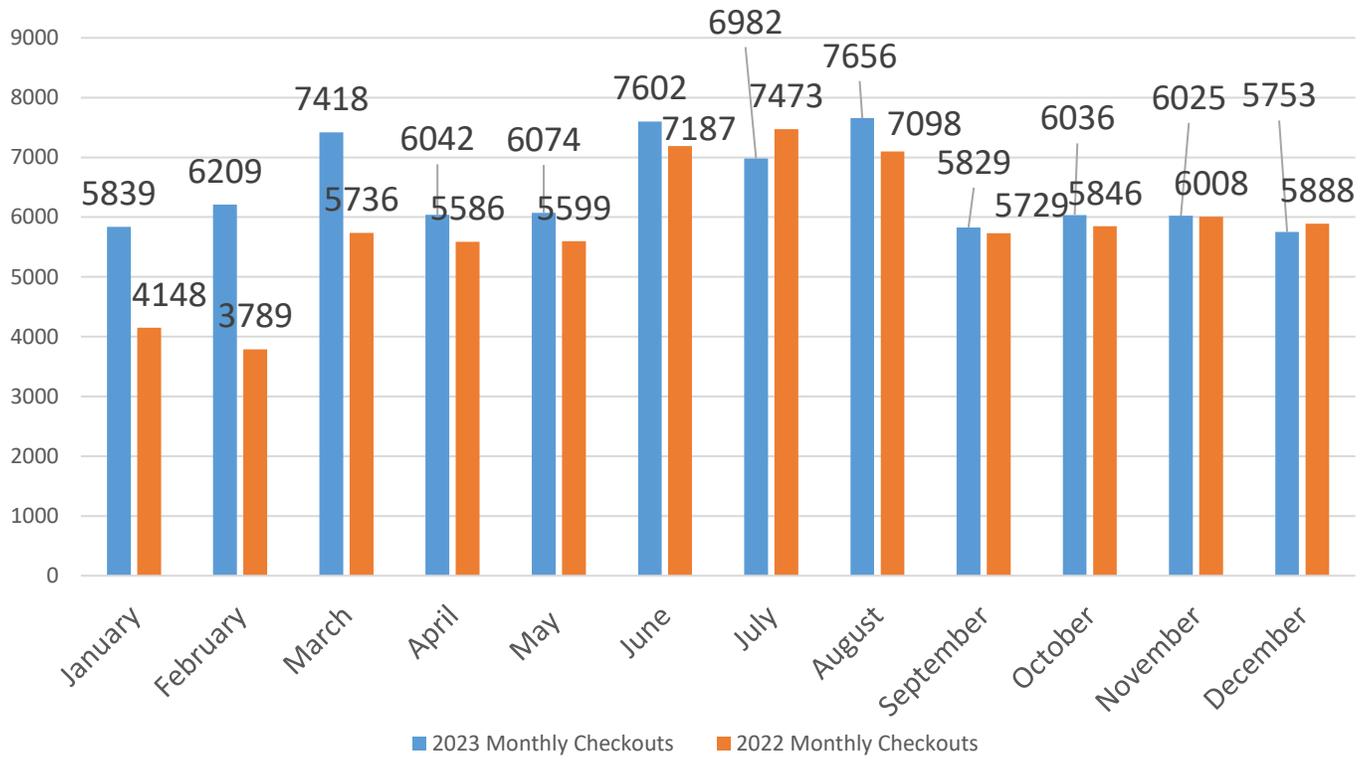
- By mail to Roseburg Public Library, 1409 NE Diamond Lake Blvd. Ste. 100, Roseburg, OR 97470
- In person to Roseburg Public Library or Roseburg City Hall, 900 SE Douglas Ave.

Alternately, complete the survey online at www.roseburgpubliclibrary.org.

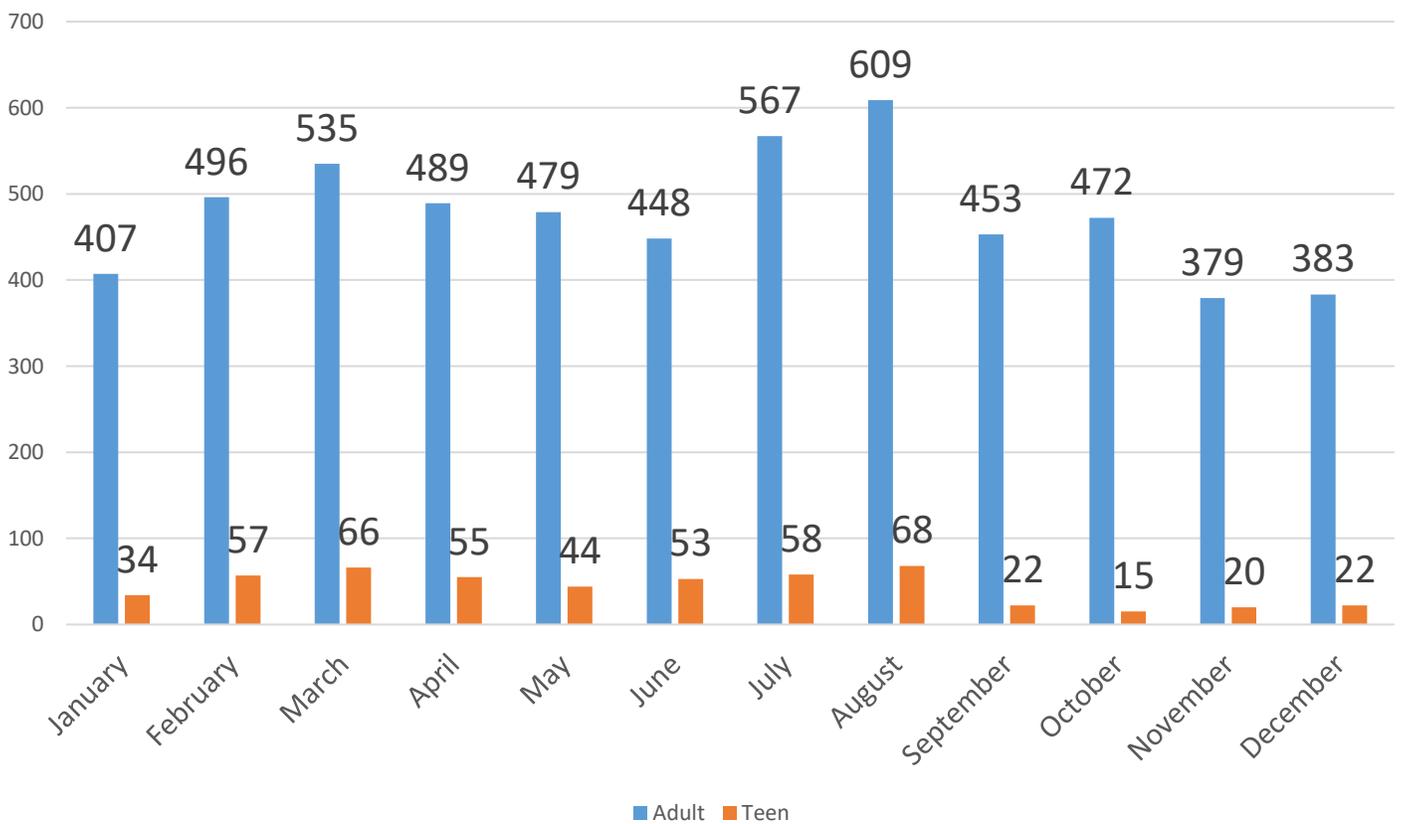
Thank you for your feedback!



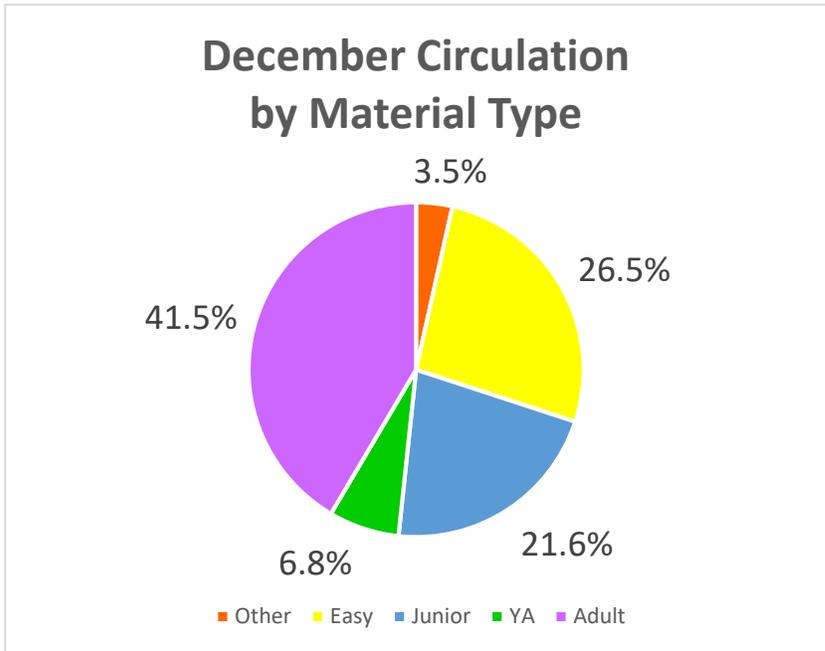
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	3.5%	26.5%	21.6%	6.8%	41.5%
2 - Adult Audiobook	142	201	1527	1245	392	2388
3 - Adult DVDs	275					
4 - Adult Fiction	844					
5 - Adult Graphic Novel	15					
6 - Adult Nonfiction	474					
7 - Board Book	199					
8 - Children's CD Book	8					
9 - Children's Audiobook	51					
10 - Children's DVD	155					
11 - Children's Graphic Novel	0					
12 - Children's Reference	0					
14 - Equipment	1					
16 - Fantasy	21					
17 - Other Language F/NF	17					
19 - Junior Fiction	499					
20 - Junior Graphic Novel	249					
21 - Junior Nonfiction	291					
22 - Large Print	103					
23 - Magazine	38					
25 - Mystery	542					
30 - Oversize	0					
34 - Picture Book	945					
35 - Prof Collection	26					
36 - Reader	349					
37 - Reference	4					
39 - Science Fiction	37					
42 - Western	34					
44 - Young Adult Audiobook	4					
45 - Young Adult DVD	63					
46 - Young Adult Fiction	173					
47 - Young Adult Graphic Novel	132					
48 - Young Adult Nonfiction	20					
OTAP	3					
Off Site	0					
None/On-the-fly	39					
TOTAL	5753					

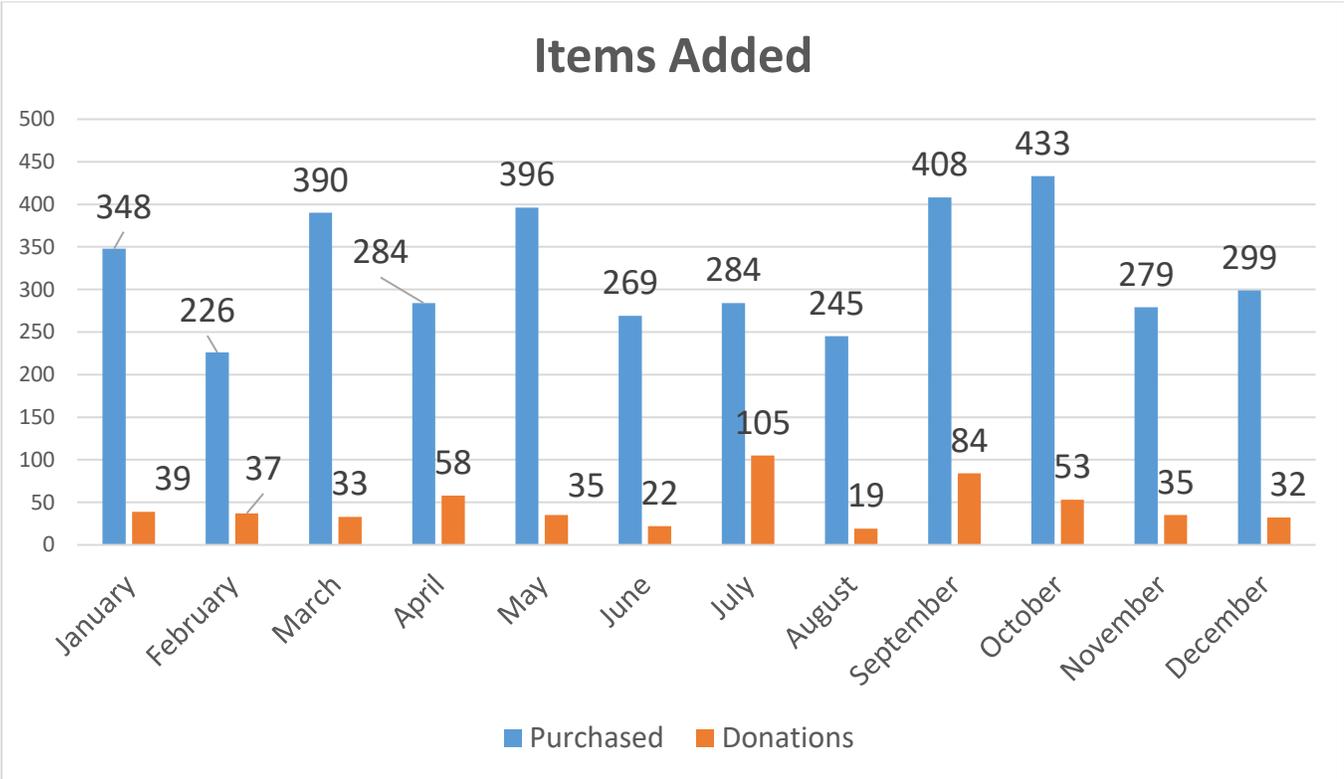


NEW Items Snapshot - January 4, 2024

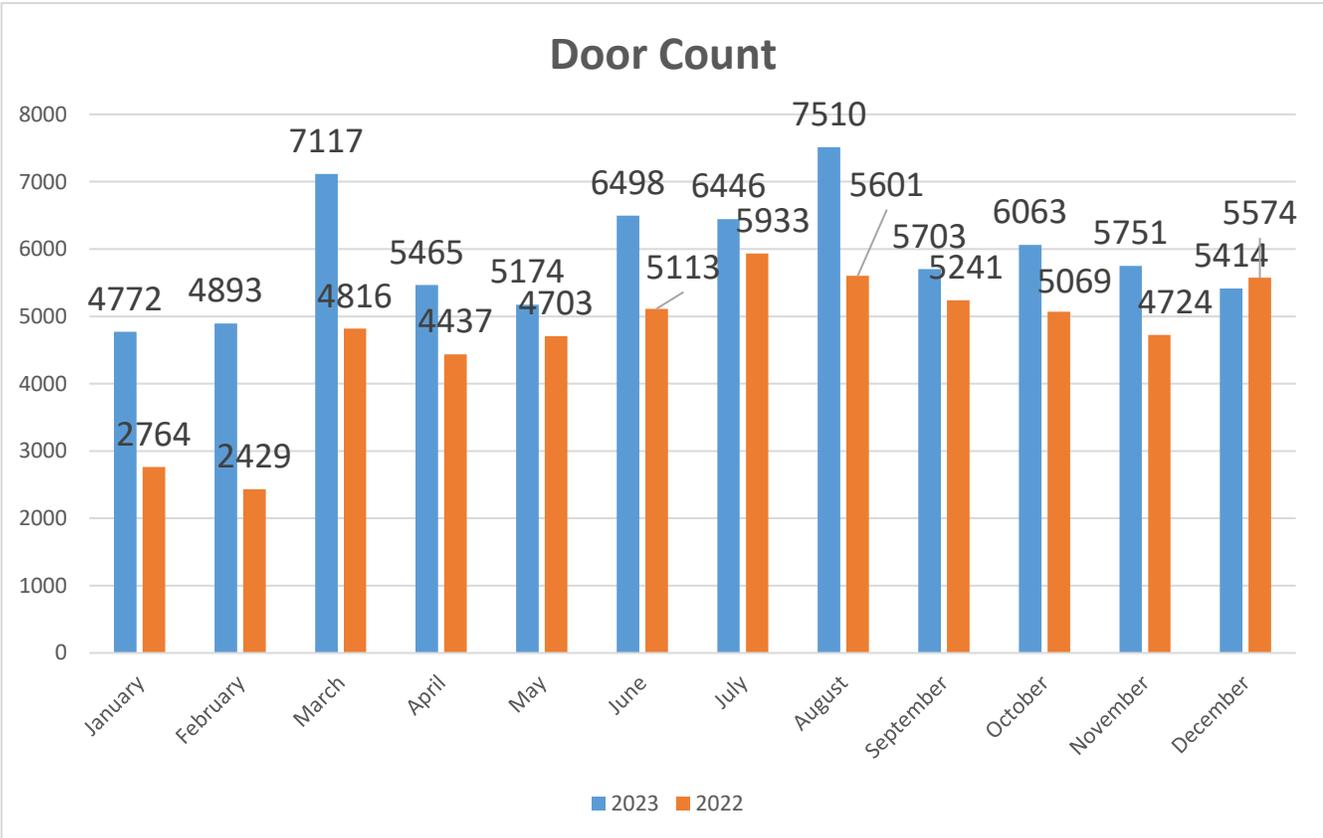
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3911	883	22.58%
Picture Books	599	124	20.70%
Adult Fiction	693	194	27.99%
Junior Fiction	371	43	11.59%
YA Fiction	266	34	12.78%

Circulation Snapshot - January 4,
2024

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1668	2.1	108	6.5
3 - Adult DVDs	1796	2.3	132	7.3
4 - Adult Fiction	13577	17.1	702	5.2
5 - Adult Graphic Novel	371	0.5	8	2.2
6 - Adult Nonfiction	13746	17.3	645	4.7
7 - Board Book	670	0.8	177	26.4
8 - Children's CD Book	109	0.1	21	19.3
9 - Children's Audiobook	671	0.8	47	7
10 - Children's DVD	865	1.1	103	11.9
11 - Children's Graphic Novel	2	0	1	50
12 - Children's Reference	177	0.2	1	0.6
14 - Equipment	12	0	0	0
16 - Fantasy	226	0.3	32	14.2
17 - Other Language F/NF	844	1.1	29	3.4
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5518	7	660	12
20 - Junior Graphic Novel	1510	1.9	265	17.5
21 - Junior Nonfiction	8948	11.3	401	4.5
22 - Large Print	1778	2.2	92	5.2
23 - Magazine	3567	4.5	28	0.8
25 - Mystery	5903	7.4	379	6.4
27 - Newspaper	6	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	5613	7.1	938	16.7
35 - Prof Collection	315	0.4	31	9.8
36 - Reader	2061	2.6	445	21.6
37 - Reference	505	0.6	1	0.2
39 - Science Fiction	1313	1.7	49	3.7
42 - Western	726	0.9	32	4.4
44 - Young Adult Audiobook	288	0.4	1	0.3
45 - Young Adult DVD	445	0.6	62	13.9
46 - Young Adult Fiction	3182	4	251	7.9
47 - Young Adult Graphic Novel	1505	1.9	146	9.7
48 - Young Adult Nonfiction	925	1.2	30	3.2
49 - Young Adult Reference	0	0	0	0
50 - OTAP	386	0.5	16	4.1
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	79275		5833	7.4

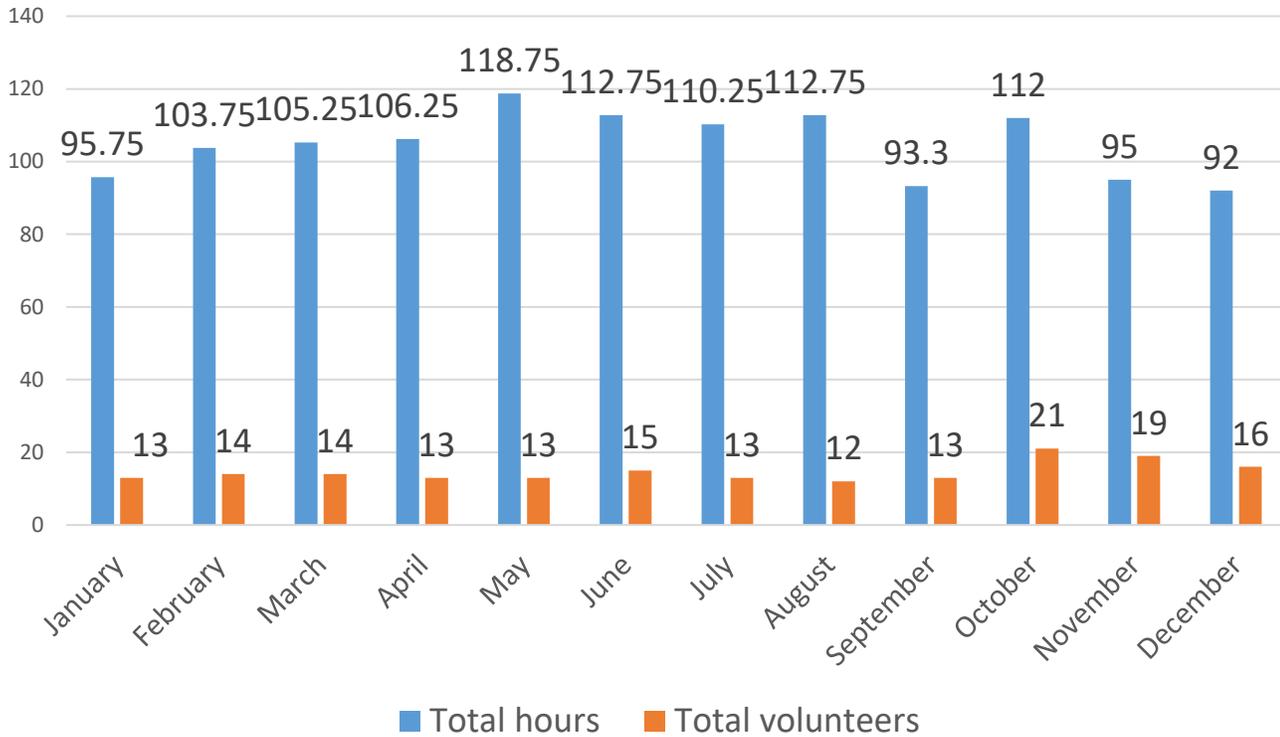


Total value added to collection
 December 2023 - \$6423.23

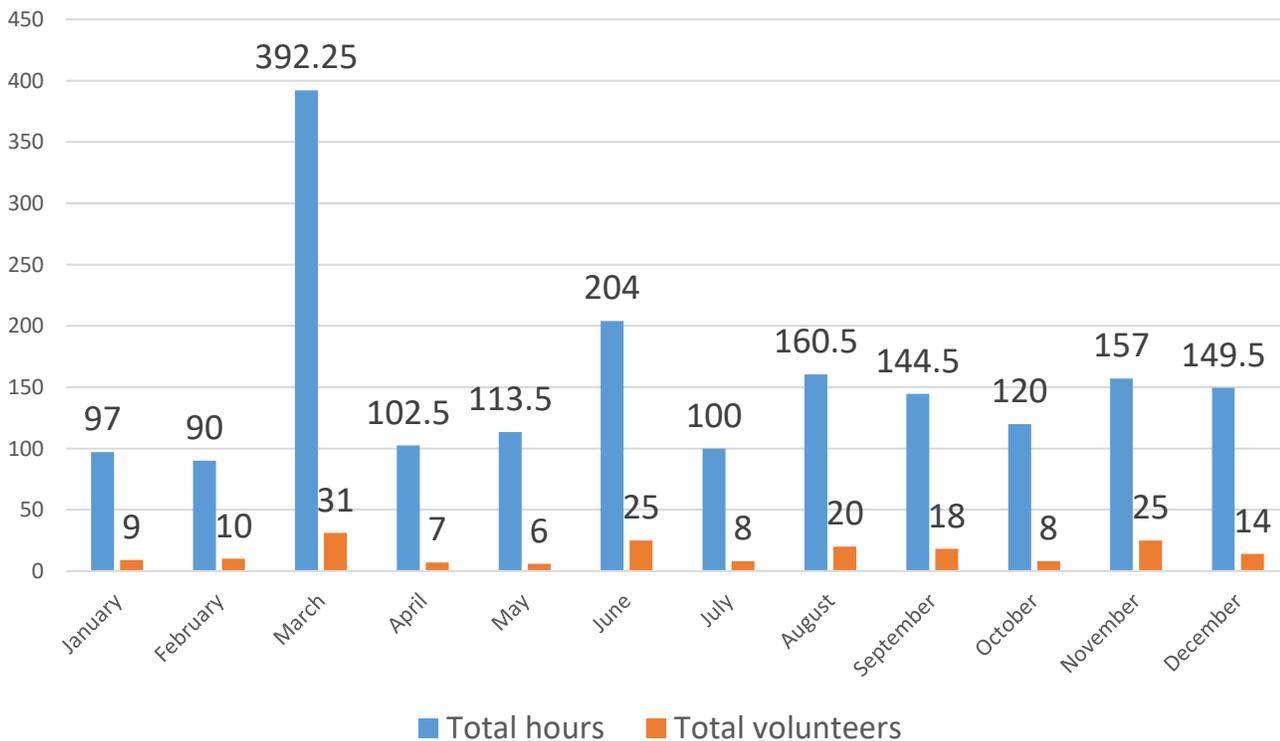


Library Card Sponsorship Program
 Number of cards issued FY 2023-2024 – 15

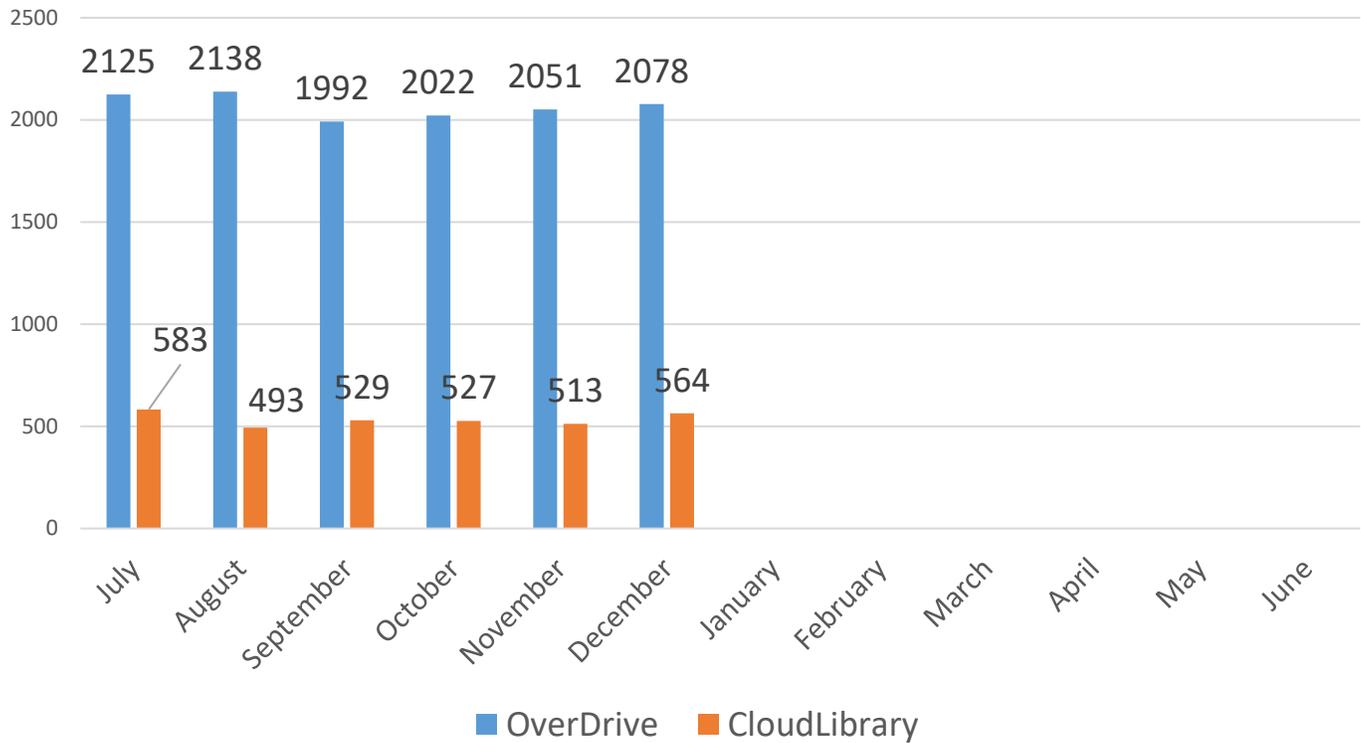
Volunteer Contribution - Library



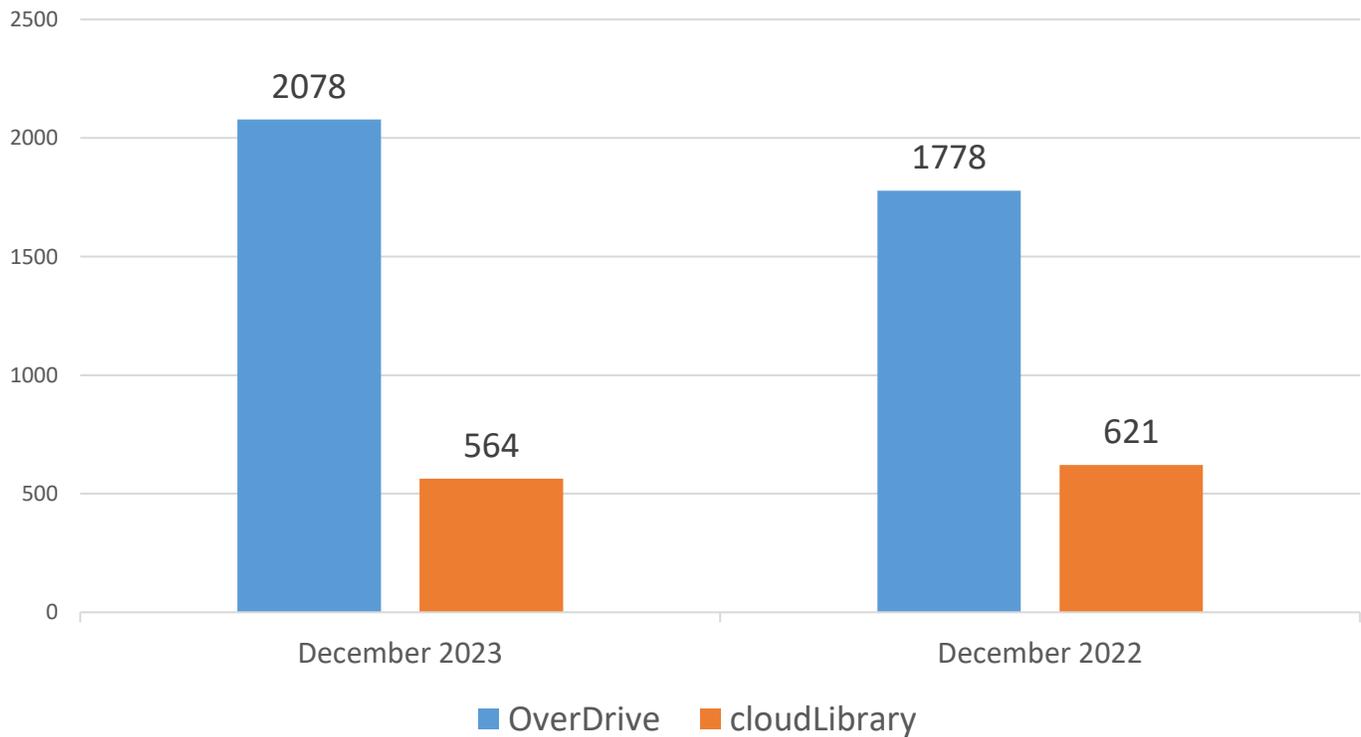
Volunteer Contribution - Friends of the Library



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)
12/6/2023	Storytime	34	x		
12/7/2023	Storytime	13	x		
12/13/2023	Storytime	23	x		
12/13/2023	Winchester Preschool Visits	60	x		
12/14/2023	Storytime	17	x		
12/20/2023	storytime	34	x		
12/21/2023	storytime	9	x		
12/27/2023	Storytime	9	x		
12/28/2023	Storytime	13	x		
	TOTAL	212			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/6/2023	Artist Explore - Picasso	19	x		
12/14/2023	Legos	24	x		
12/20/2023	STEM Christmas tree	19	x		
12/27/2023	STEM Bridge & Slime	6	x		
12/28/2023	Crafts (Marble Paint, Perler Beads, Weave, Wreaths)	15	x		
	TOTAL	83			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/12/2023	Horizons	17	x		
12/21/2024	Teen Volunteer time	3	x		
	TOTAL	20			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/7/2023	Computer Basics	3	x		
12/12/2023	Online Book Group	5			x
12/14/2023	Conceptos basicos	0	x		
12/15/2023	iOS Basics	2	x		
12/19/2023	Zoom Basics	4	x		
12/21/2023	Computer Basics for Caregivers	0	x		
12/28/2023	Silent Book Group	6	x		
	TOTAL	51			

All Ages Programs					
Date		Number distributed			
12/15/2023	Sunshine Apts	8		x	
12/19/2023	Ornaments	76	x		
	TOTAL	84			

Grab-and-Go Craft Kits					
Date		Number distributed			
12/5/2023	Reindeer	80			
12/12/2023	Wood ornaments	80			
12/19/2023	Paper plate Christmas trees	80			
12/27/2023	Pipecleaner snowflakes	80			
	TOTAL	320			