

CA  
4-11-2024



**ROSEBURG LIBRARY COMMISSION AGENDA**  
**Tuesday, April 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](http://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:**

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

**III. INTRODUCTIONS**

**IV. APPROVAL OF MINUTES**

A. March 19, 2024

**V. DISCUSSION ITEMS**

- A. Amending Fee Schedule
- B. Assessing Digital Magazines

**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 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.

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE:** May 21, 2024

**VIII. INFORMATIONAL**

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

**IX. 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  
March 19, 2024**

1. CALL TO ORDER

Commissioner Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on March 19, 2024, 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, Francesca Guyer, Shirley Lindell, Juliet Rutter, Marcy Tassano, and Andrea Zielinski

Absent None

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

Others Present None

3. INTRODUCTIONS

The Commission members and Staff introduced themselves and welcomed Amy Nytes, new City Recorder.

4. APPROVAL OF MINUTES

Commissioner Tassano moved to approve the January 16, 2024, minutes. The motion was seconded by Commissioner Guyer and approved with the following vote: Commissioners Elder, Guyer, Lindell, Rutter, Tassano, and Zielinski voted yes. No Commissioners voted no.

5. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported the Friends of the Library spring book sale made approximately \$2300, and donations to the Dolly Parton Imagination Library helped seven children.

6. NEXT MEETING DATE

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

7. INFORMATIONAL

A. Annual Report Comparison

Director Wiley reported that AmeriCorps member Sala created a presentation using statistics from the 2022-23 fiscal year to compare Roseburg Public Library with other libraries of similar size. She noted two points to consider during the presentation: 1. The 2022-23 fiscal year was the first year post-COVID when the library was at full operating capacity, so some of the comparisons are extraordinarily significant. 2. During the 2022-23 fiscal year, we had an AmeriCorps member for only one month. We gained a staff member working light duty for about eight months of that year.

AmeriCorps member Sala presented statistics from Roseburg Public Library's 2022-23 annual report in comparison with other libraries throughout the state.

Commissioner comments and questions included appreciation for the hard work that went into gathering information for the report and explaining it, clarification of comparable libraries that are issuing library cards, using information in the report to identify areas of improvement, increasing the accuracy of the information being reported, and clarification of the volunteer tracking criteria.

AmeriCorps member Sala clarified that comparable libraries differ in their structure and ability to issue library cards, the State average is considerably more, and the data in the report will help identify ways to improve user experience and increase memberships.

Director Wiley clarified that Friends of the Library were not included in tracking volunteer data this year but there are discussions planned to change that in future reporting.

B. Monthly Statistics

Director Wiley reported there was an uptick in library visitors in February, which she attributed to meeting room uses and weather. Other statistics were status quo. Physical materials accounted for 71 percent of circulation. Children's material continues to circulate especially well. At any one time, 30 percent of the library's board books, 20 percent of the picture books, and 20 percent of the readers are checked out. Director Wiley attributed this success to Librarian Ropp's expertise and commitment to youth services.

C. Programming

Director Wiley reported the library and Umpqua Valley Audubon Society will partner on programs Wednesday, March 27 with Dr. Jeff Baldwin (beaver landscapes and habitats) and Wednesday, April 24 with Bob Sallinger (peregrine falcons).

AmeriCorps member Sala reported that Larry Broeker, a retired geologist at the Umpqua National Forest, will present on the geography and geobotany of Mt. Eddy this Thursday, March 21 from 6:30 p.m. to 8:00 p.m.

Tech Time continues to be a great success and is of great help to patrons. Requests to continue the program after AmeriCorps member Sala's service term continues to be the number one feedback from the patrons along with more hours.

The maker space brought in 10 people on March 12 to use and inquire about the space, with the first use of the 3D printer creating a flexible toy slug. The next

maker space event will be Tuesday, April 9 from 3 to 5 p.m. with the first volunteer helping. We hope they will continue to volunteer after AmeriCorps member Sala leaves his service term. Furthermore, the vice president of the Roseburg High School robotics team will bring in their 3D printers as well as a free filament to use during the April event.

Commissioner comments and questions included clarification of the 3D printer project.

Director Wiley clarified that a flexible toy slug was made using the 3D printer.

D. Library Use Assessment Update

AmeriCorps member Sala reported that preliminary survey responses had been mailed back. Currently, 66 surveys have been returned by mail, 11 have been returned in person or taken at the library, and 42 have been taken online. That brings it to a total of 119. Preliminary feedback from the surveys is positive, mainly in the areas of welcoming and helpful staff, programming, and the vast and relevant collection. Suggestions to improve the library are free library cards to residents outside city limits, more open hours, expanding the collection, and more programming.

E. Grants Update

Director Wiley reported the library was awarded the Americans and the Holocaust Exhibition, which will be displayed in the Deer Creek Room between November 7 and December 19, 2024. During that time, the library will host at least four programs that complement the exhibition. These include:

- Oregon Jewish Museum and Center for Holocaust Education will sponsor two programs – one with Clarice Wilsey, author of “Letters from Dachau: A Father’s Witness of War, a Daughter’s Dream of Peace,” and one for high school students titled “Understanding Judaism through Artifacts.”
- Dr. David Luebke, Professor in the Department of History at the University of Oregon, will present on his work writing, editing, and managing the permanent exhibition’s textual elements at the U.S. Holocaust Memorial Museum.
- Dr. Miriam Chorley-Schulz, Assistant Professor and Mokin Fellow of Holocaust Studies in the University of Oregon’s School of Global Studies and Languages, will present “Jewish Antifascist Activism in the U.S. During the Holocaust.”

Director Wiley reported the library received \$2000 from the Douglas County Cultural Coalition to help fund the Anime Your Way art workshops for all ages during the Summer Reading Program in June.

The library submitted a grant application for \$15,000 to the C. Giles Hunt Charitable Trust to fund giveaway books during the Summer Reading Program and physical materials for the permanent collection.

Commissioner comments and questions included clarification of the funding for the Dolly Parton Imagination Library and eligibility requirements for services.

Director Wiley and Commissioner Tassano clarified that the State will pay for 50 percent of Dolly Parton's Imagination Library; it is a reduction in the overall fees charged rather than a reimbursement process. Qualifications to participate are having an address in a participating service area and be in the birth to five years age range. Most Douglas County residents are covered by affiliates with the exception of the greater Reedsport area.

F. Budget Update

Director Wiley reported the library submitted our budget for the 2024-25 fiscal year. Our biggest change is we have asked to add a fifth permanent, 10-hour library aide position, and we will not have an AmeriCorps member. In the future, if we identify a project that would work well for an AmeriCorps member to deliver, we will consider applying for a member.

Commissioner comments and questions included clarification of budgeting for enough staff hours and support for programs.

Director Wiley clarified that the additional 10-hour library aide will help deliver children's programs and connect people attending programs with the library during Thursday evening hours.

8. ADJOURNMENT

The Roseburg Library Commission meeting adjourned at 4:41 p.m.

Respectfully submitted,

*Grace Jelks*

Grace Jelks, Management Staff Assistant



# ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

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## COMMISSION AGENDA

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Meeting Date: April 16, 2024  
Department: Library  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Discussion Items  
Staff Contact: Kris Wiley  
Contact Telephone Number: 541-492-7051

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### ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date April 16, 2024.

### BACKGROUND

#### Discussion items.

The following are the discussion items on the agenda:

- A. **Amending Fee Schedule** – The library proposes adding a \$25 per-use fee for the public to use the Owl videoconferencing system. It has become increasingly common for meeting room renters to request the Owl videoconferencing system to enable hybrid meetings. This requires library staff time and expertise to set up, troubleshoot, and tear down. Because the Owl costs about \$1,000, non-staff are not trained to handle the equipment.

**SUGGESTED MOTION** – I move that the Library Commission recommend the City Council adopt a resolution amending the Fee Schedule to include the cost of using the Owl videoconferencing system.

- B. **Assessing Digital Magazines** – The Commission is being asked to provide a recommendation regarding an OverDrive digital magazine subscription.

Currently, the library subscribes to about 25 print magazines at \$900 annually, a number that continues to decrease as publications cease printing. Circulation of print magazines averages 35 per month in addition to in-house use, and the library plans to continue providing print magazines as they are available.

OverDrive, one of the library's digital materials platforms, offers a magazine package of 5,000 titles for all ages and in multiple languages. The current annual cost is \$2000; it likely will increase in subsequent years by a small percentage.

[Click here for the list of magazines available through OverDrive.](#)

OverDrive allows simultaneous use of digital magazines, meaning there is no cap on the number of people who can check out the same magazine at the same time. This is different from most OverDrive ebooks and eaudio, which are one user per copy. Also, patrons can check out as many magazines as they would like at one time.

Digital books and audiobooks account for about 30 percent of the library's circulation.

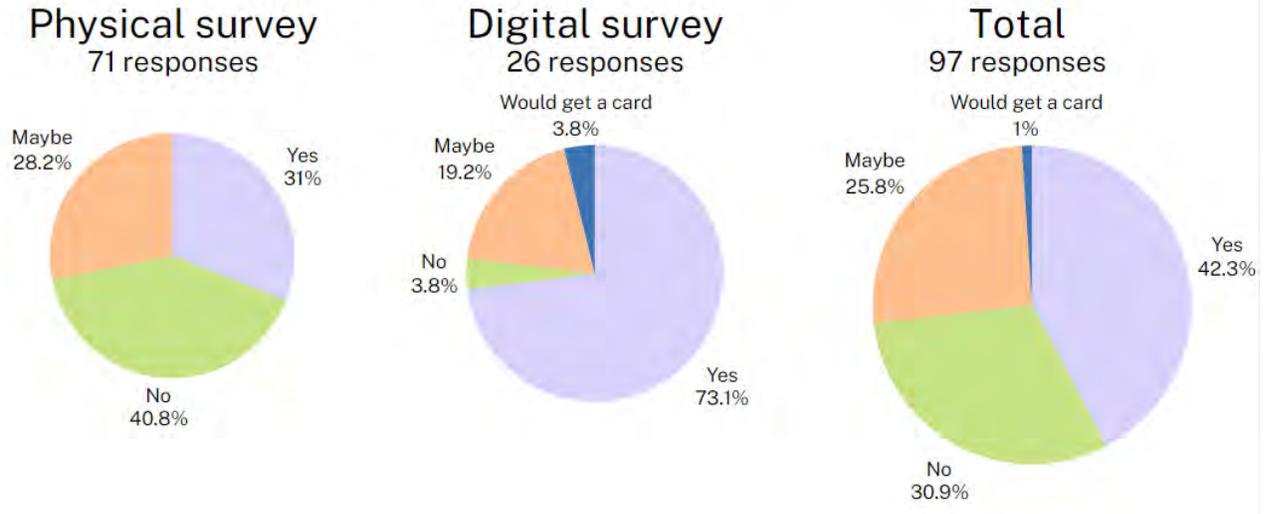
Funding would come from the library's operating budget. The proposed collections budget for fiscal year 2024-2025 is \$28,681. To cover the cost of the magazine subscription, the library expects to purchase 90 fewer physical books (books average \$22 each). The library purchased 3,900 books in 2023.

This plan would be adjusted if the library received donations designated for digital magazines or books.

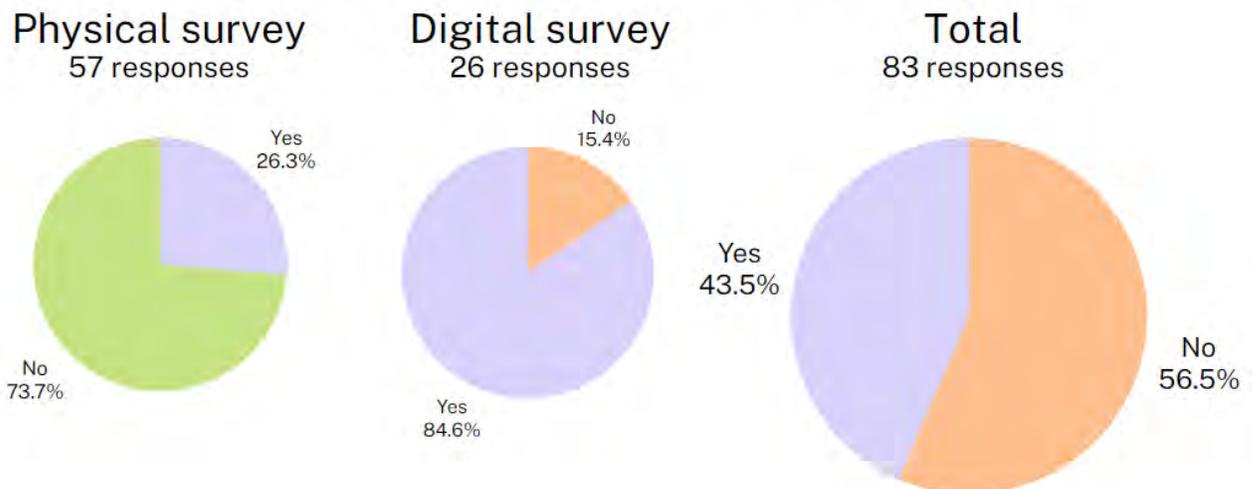
The library surveyed the community about this proposal, and the results are attached.

**SUGGESTED MOTION** – I move that the Library Commission recommend the library [subscribe/not subscribe] to OverDrive's digital magazines.

## Would you check out digital magazines on your phone/tablet/computer?



**An annual subscription for 5000 digital magazines is \$2000. We would use operating funds - and purchase about 90 fewer books. Do you want the library to move forward with this change?**

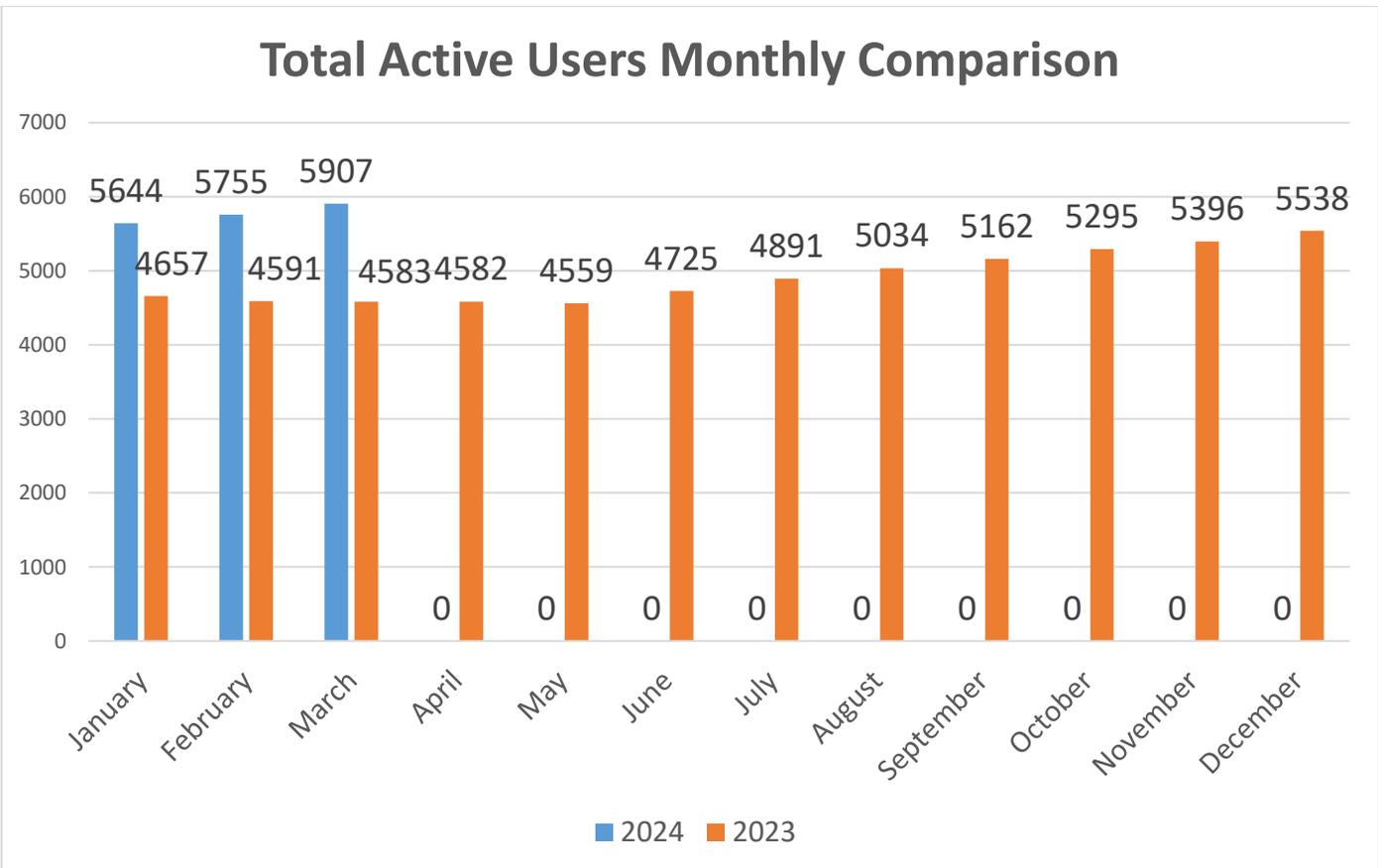
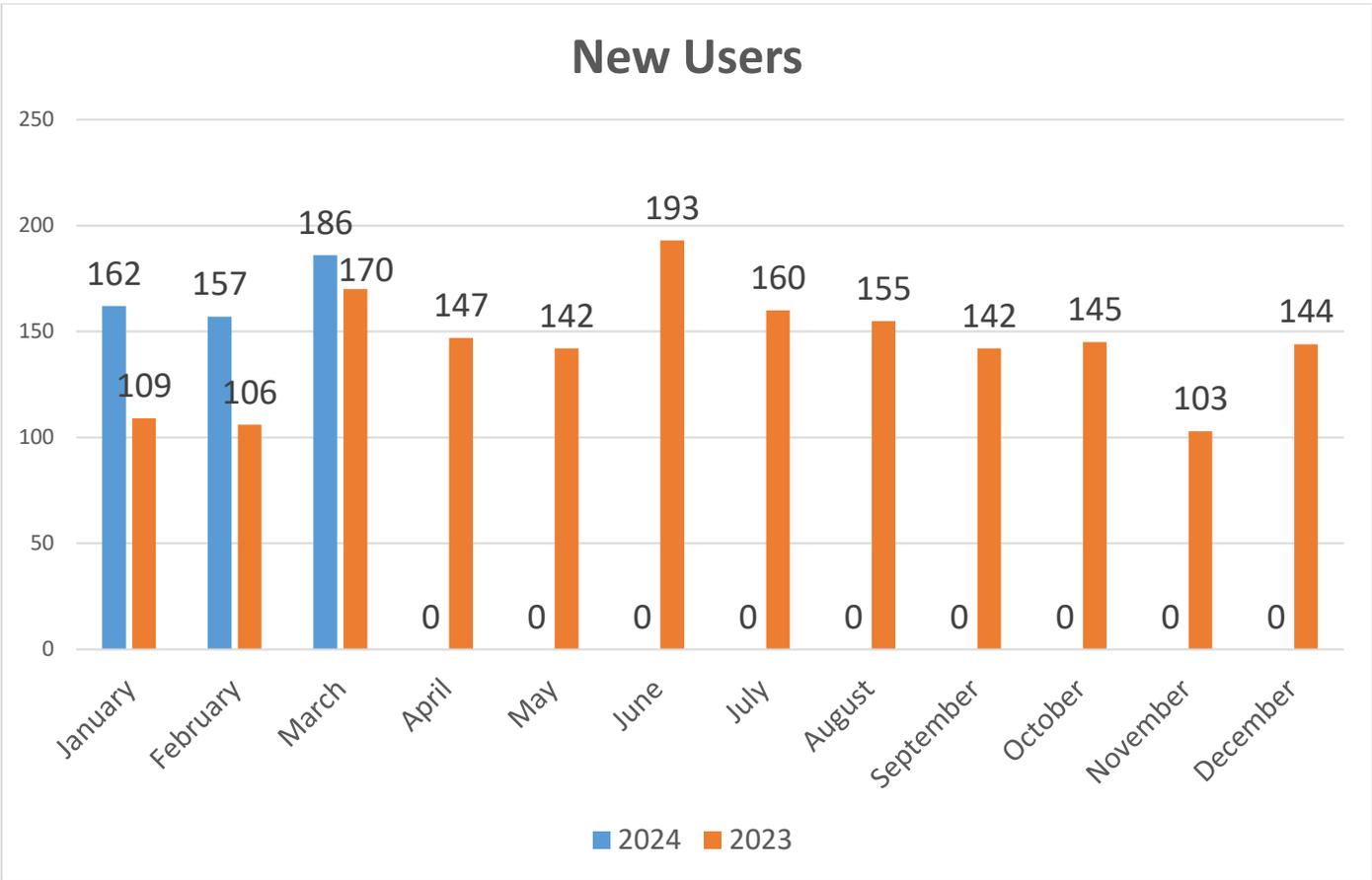


Digital Magazines Survey

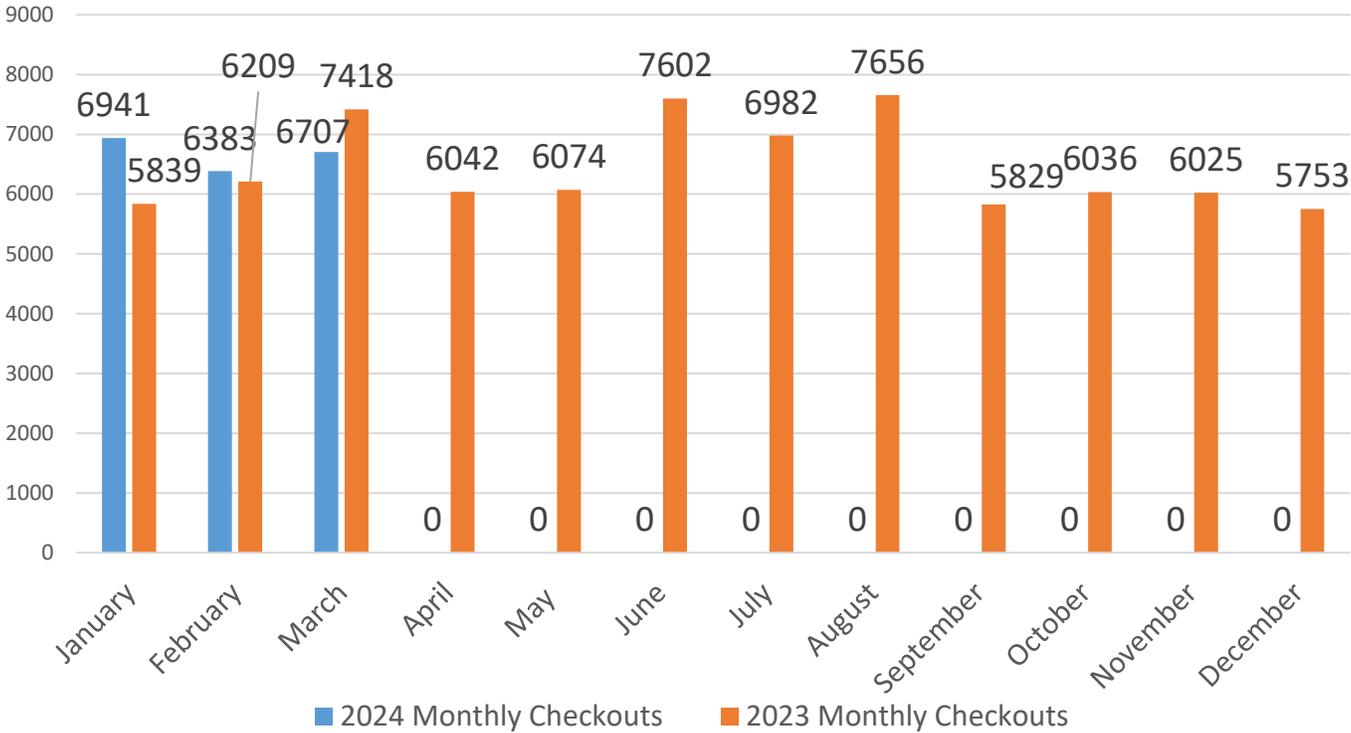
Q3 Please share additional thoughts.

Answered: 15 Skipped: 5

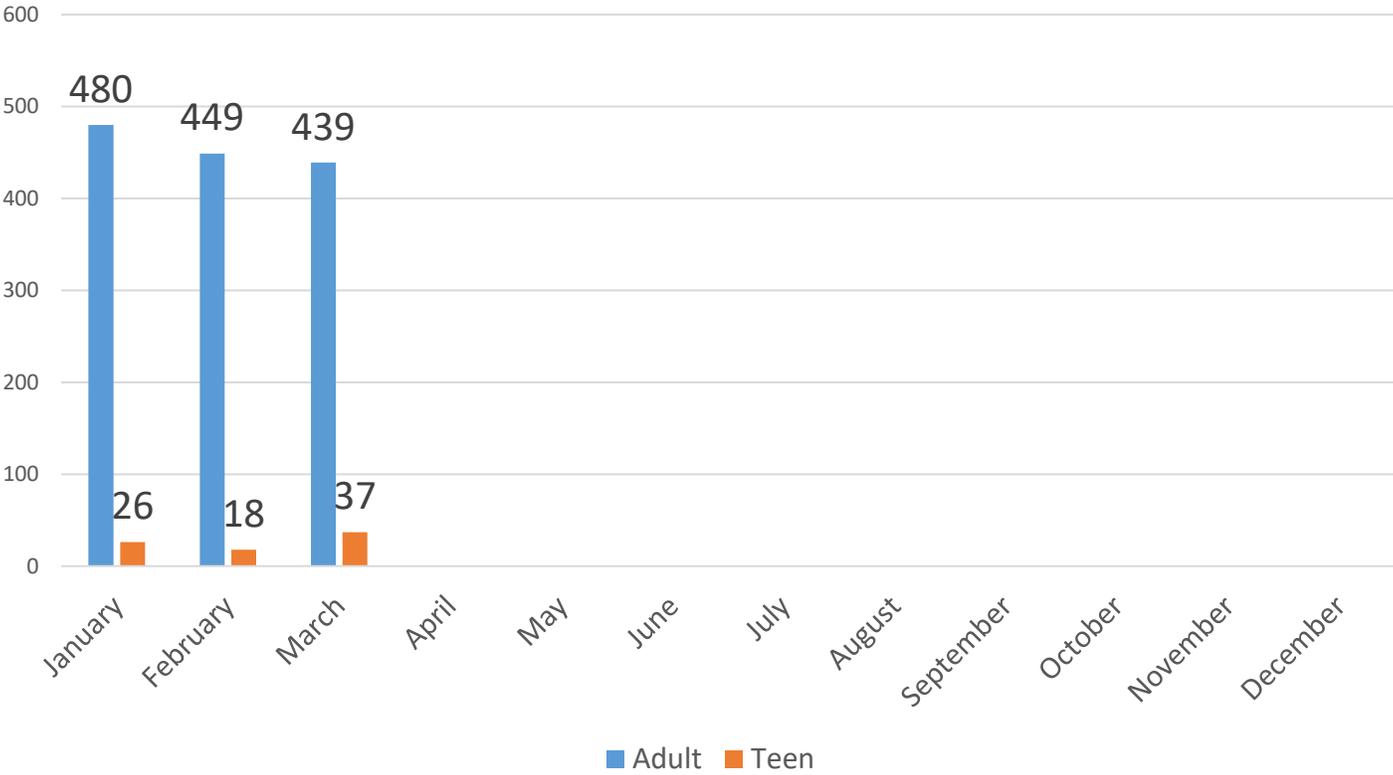
#	RESPONSES	DATE
1	I am doing more and more reading in devices. As much as I like print, this is the future. More than that though I can't possibly subscribe to all the magazines I want to peruse.	4/4/2024 5:50 AM
2	I think a more diversified library system is more beneficial for the people it services.	4/3/2024 9:12 PM
3	They might have an increase in the number of library cards subscription from outside of the city limits which might help to off set the cost for the digital magazines. As they might help to encourage those of us from outside of the city limits to pay for an annual card	4/3/2024 5:22 PM
4	I've used this with other libraries, and reading magazines through Overdrive/Libby has become wonderfully accessible, simple and convenient.	4/3/2024 2:31 PM
5	If we could get (or give) donations up to \$2,000, could we get the digital magazines AND buy those 90 books?	4/3/2024 8:59 AM
6	Try it for a year and see if serves patrons not otherwise engaged. Not sure if any magazines would be available as eaudio, that might be fun.	4/3/2024 8:14 AM
7	I like my reading material on paper where you can go sit under the trees with them. Computers are in stuffy rooms and phones are tiny things. Also ebooks and emagazines are very gtemporary. I know they tell you they are permanent but even now to use them you have to buy new equipment every few years and new software to go with them. Just as audio went from spindle drums to record players to reel to reel tape to cassette tape to CD.....well you get the idea. It will all disappear. Not that I keep all magazines around forever. I do not But that I might keep a few. Sometimes our technology moves too fast. We need to relax and breathe for a while.	4/2/2024 9:35 PM
8	It's a great idea. So much more to borrow & read.	4/1/2024 10:08 PM
9	Enlist members to a special annual drive to cover these subscription costs.....100 members = \$20 ea/ not so much	4/1/2024 10:15 AM
10	I would use this service extensively. I have used Apple News + but it's far too expensive. I would offer the same amount as a donation to support this service through Roseburg Public library.	4/1/2024 10:15 AM
11	Subscription recommendations Psychology Today Wired	4/1/2024 9:10 AM
12	This would be a great service. I could really use it to read those magazines!	3/31/2024 11:24 PM
13	Quilting magazines!	3/31/2024 9:42 PM
14	Would be willing to pay a yearly fee, or a recommended donation.	3/31/2024 9:31 PM
15	This would be a great service. There are many magazine articles that I would want to read but I cannot purchase a magazine subscription just for the occasional article. I would be happy to use this online digital magazine service, even when I am traveling.	3/31/2024 7:39 PM



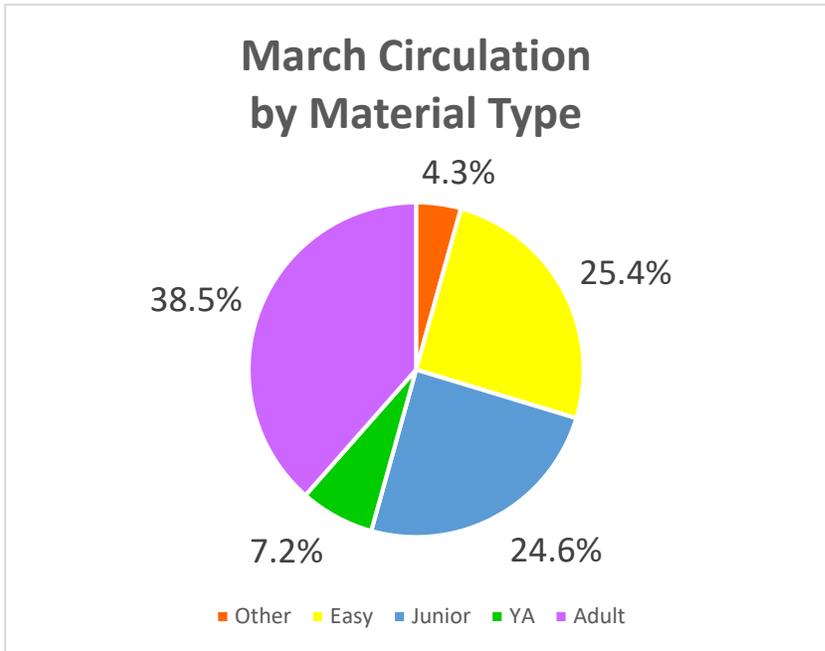
# Physical Materials Checkouts



# Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	4.3%	25.4%	24.6%	7.2%	38.5%
2 - Adult Audiobook	150	290	1701	1652	481	2583
3 - Adult DVDs	299					
4 - Adult Fiction	928					
5 - Adult Graphic Novel	18					
6 - Adult Nonfiction	579					
7 - Board Book	215					
8 - Children's CD Book	12					
9 - Children's Audiobook	65					
10 - Children's DVD	170					
11 - Children's Graphic Novel	0					
12 - Children's Reference	0					
14 - Equipment	0					
16 - Fantasy	24					
17 - Other Language F/NF	28					
19 - Junior Fiction	617					
20 - Junior Graphic Novel	304					
21 - Junior Nonfiction	496					
22 - Large Print	111					
23 - Magazine	26					
25 - Mystery	490					
30 - Oversize	0					
34 - Picture Book	1015					
35 - Prof Collection	52					
36 - Reader	407					
37 - Reference	0					
39 - Science Fiction	55					
42 - Western	40					
44 - Young Adult Audiobook	7					
45 - Young Adult DVD	57					
46 - Young Adult Fiction	167					
47 - Young Adult Graphic Novel	220					
48 - Young Adult Nonfiction	30					
OTAP	32					
Off Site	0					
None/On-the-fly	93					
<b>TOTAL</b>	<b>6707</b>					



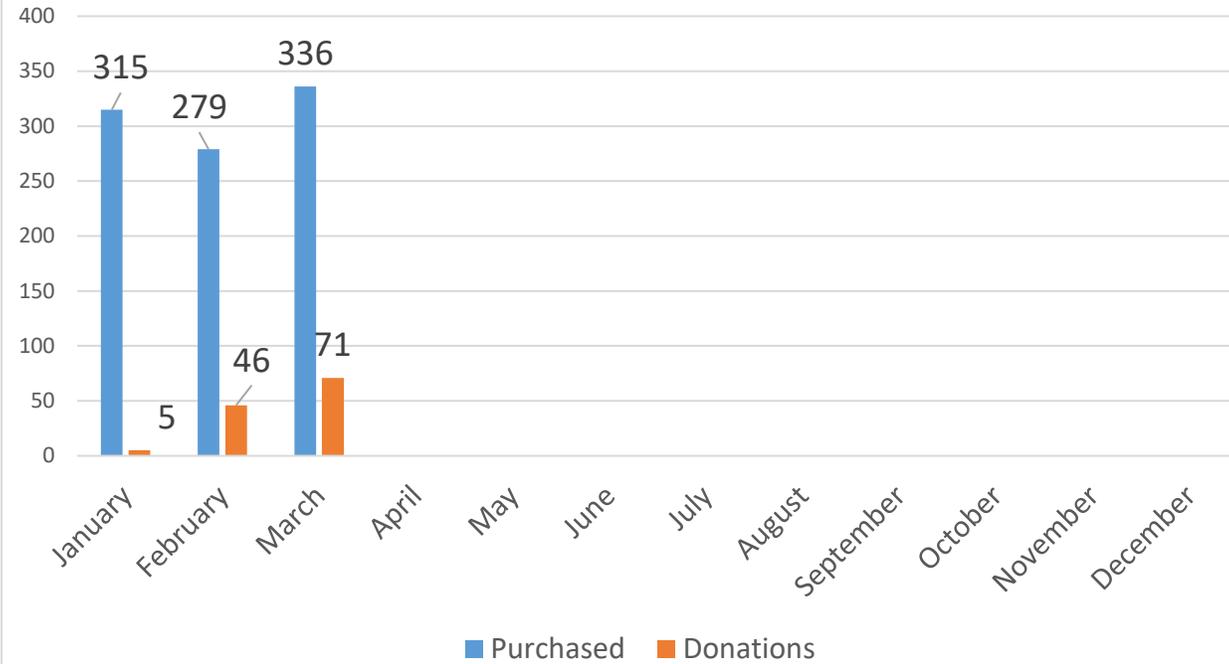
### NEW Items Snapshot - April 1, 2024

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4012	1061	26.45%
Picture Books	619	166	26.82%
Adult Fiction	738	264	35.77%
Junior Fiction	428	63	14.72%
YA Fiction	276	20	7.25%

## Circulation Snapshot - April 1, 2024

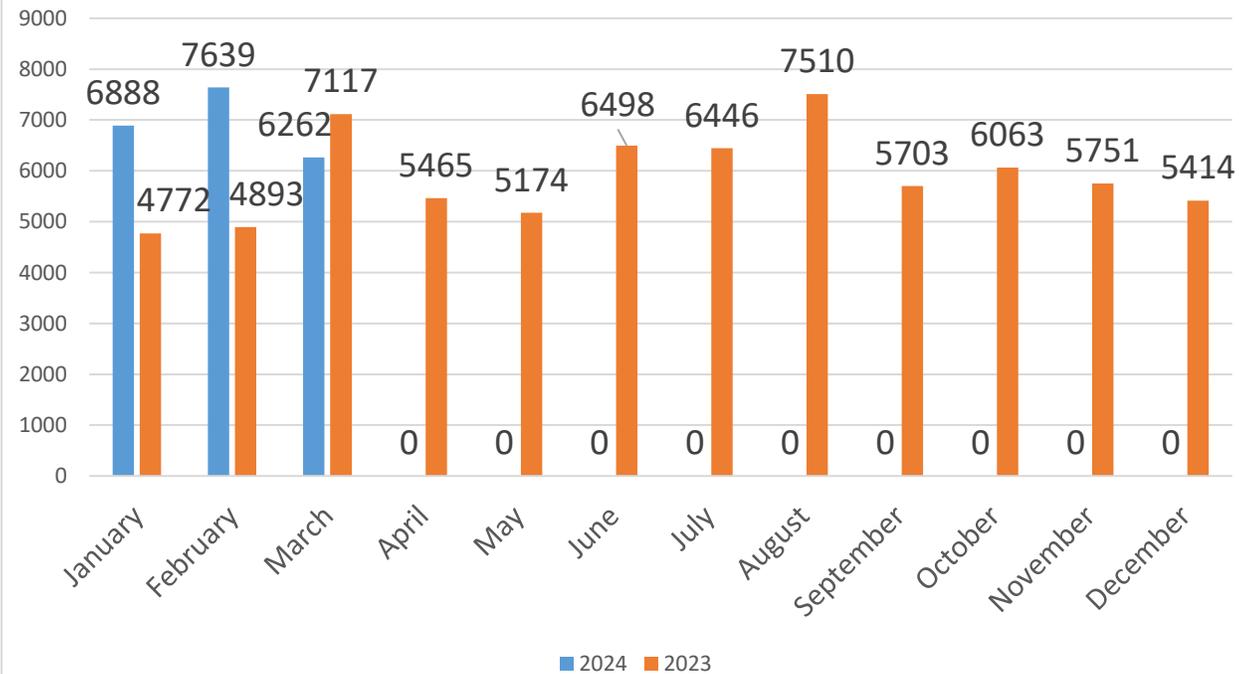
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1669	2.1	122	7.3
3 - Adult DVDs	1810	2.3	88	4.9
4 - Adult Fiction	13723	17.1	834	6.1
5 - Adult Graphic Novel	371	0.5	26	7
6 - Adult Nonfiction	13823	17.3	726	5.3
7 - Board Book	679	0.8	200	29.5
8 - Children's CD Book	110	0.1	8	7.3
9 - Children's Audiobook	682	0.9	54	7.9
10 - Children's DVD	869	1.1	97	11.2
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	236	0.3	30	12.7
17 - Other Language F/NF	896	1.1	45	5
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5586	7	794	14.2
20 - Junior Graphic Novel	1553	1.9	317	20.4
21 - Junior Nonfiction	8997	11.2	543	6
22 - Large Print	1791	2.2	110	6.1
23 - Magazine	3566	4.5	31	0.9
25 - Mystery	5953	7.4	348	5.8
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	5733	7.2	1013	17.7
35 - Prof Collection	315	0.4	50	15.9
36 - Reader	2109	2.6	498	23.6
37 - Reference	505	0.6	1	0.2
39 - Science Fiction	1326	1.7	58	4.4
42 - Western	724	0.9	32	4.4
44 - Young Adult Audiobook	292	0.4	7	2.4
45 - Young Adult DVD	447	0.6	55	12.3
46 - Young Adult Fiction	3233	4	234	7.2
47 - Young Adult Graphic Novel	1530	1.9	181	11.8
48 - Young Adult Nonfiction	934	1.2	47	5
49 - Young Adult Reference	0	0	0	0
50 - OTAP	387	0.5	19	4.9
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	80094		6570	8.2

## Items Added



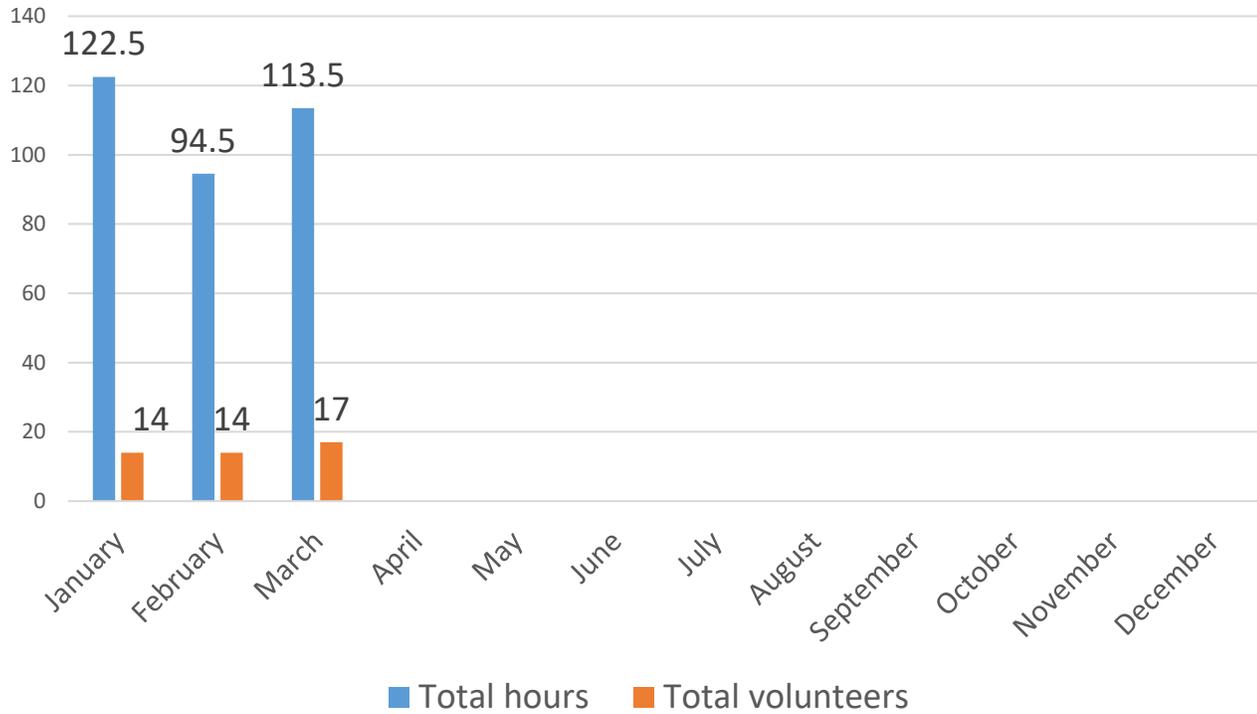
Total value added to collection  
 March 2024 - \$8212.26

## Door Count

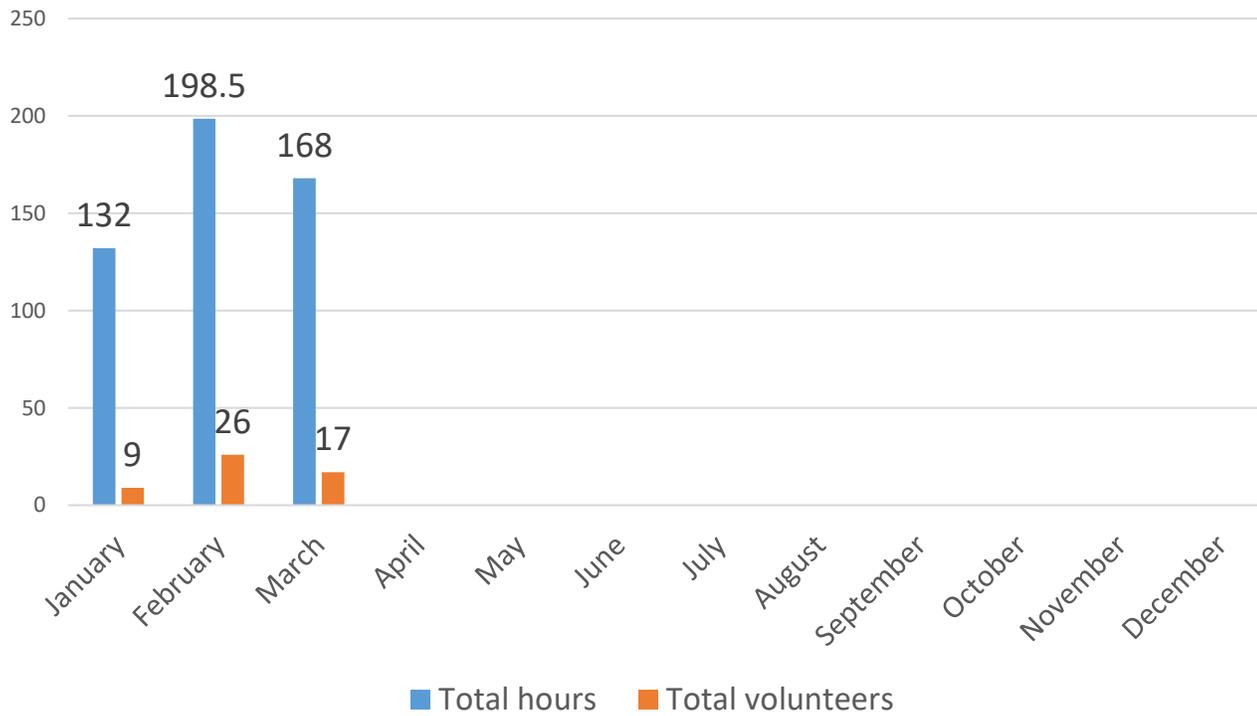


Library Card Sponsorship Program  
 Number of cards issued FY 2023-2024 – 15

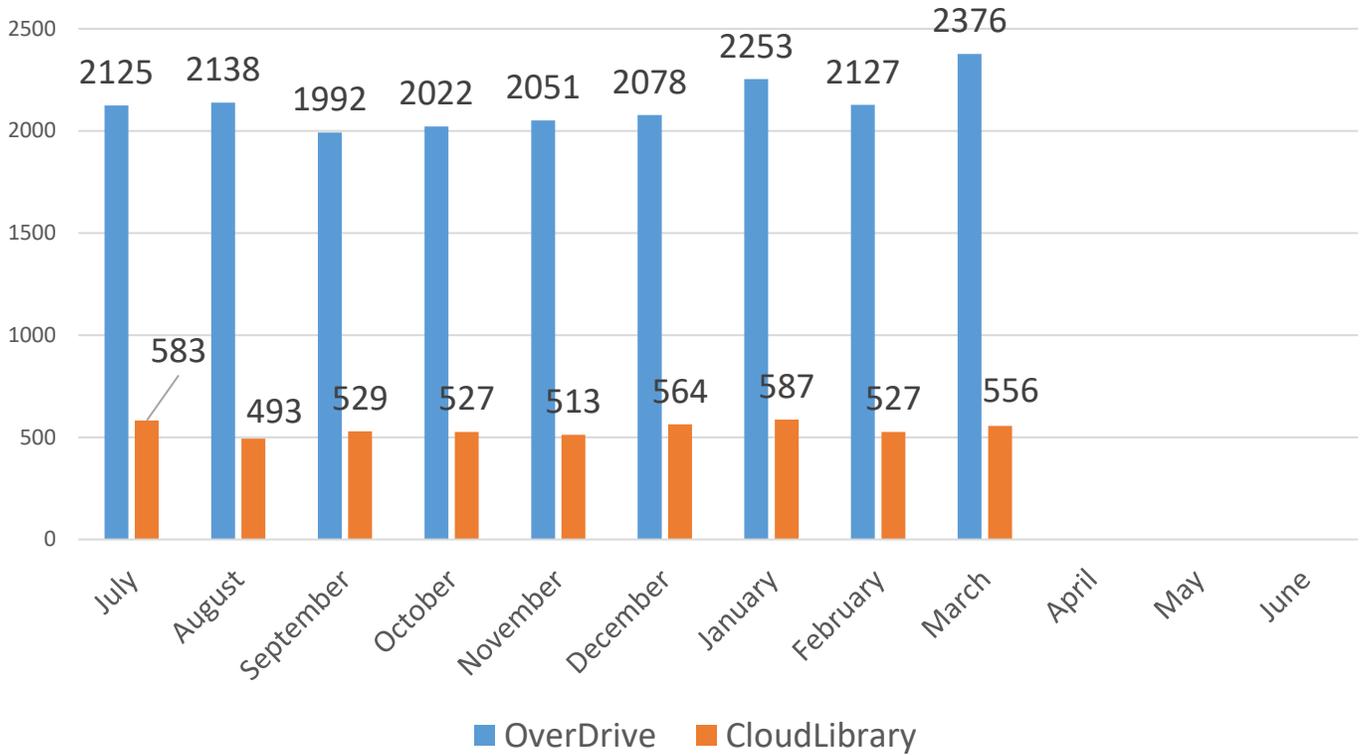
## Volunteer Contribution - Library



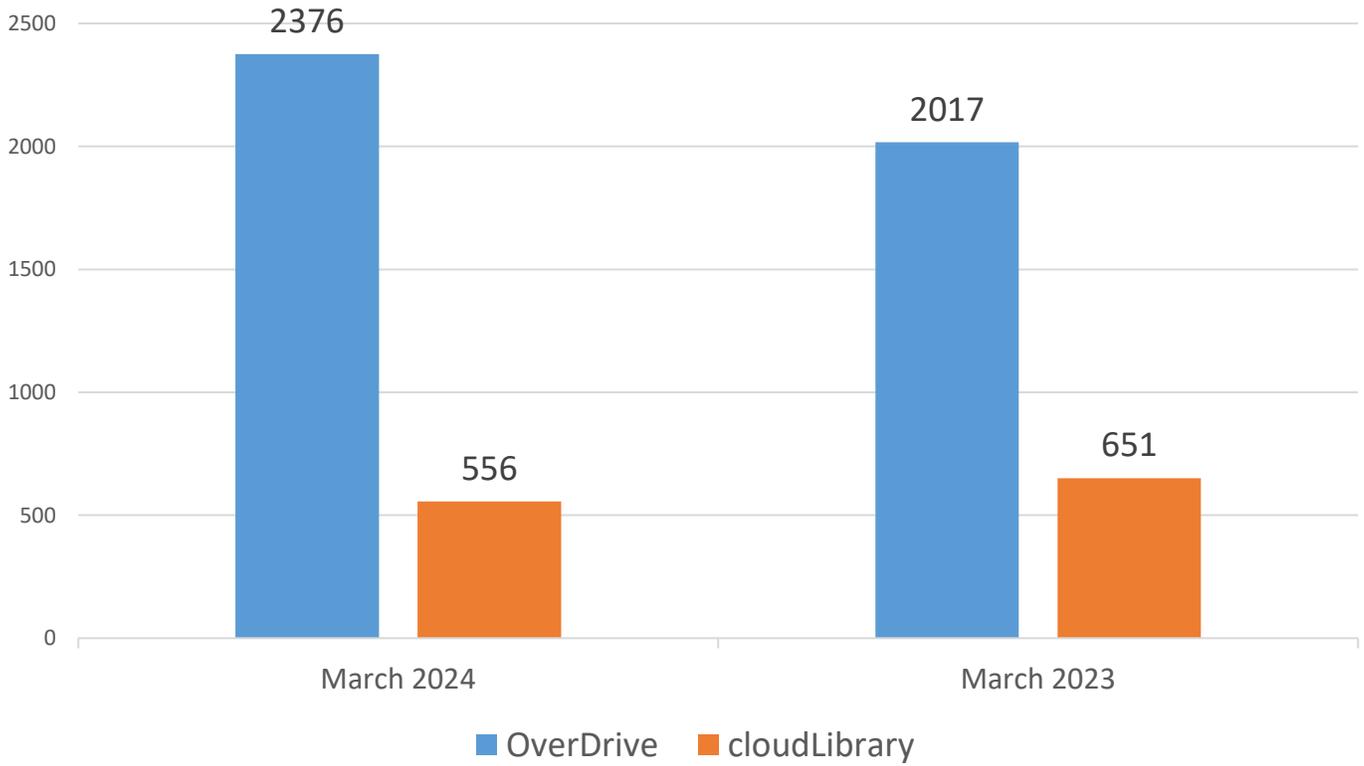
## Volunteer Contribution - Friends of the Library



## FY 2023-2024 OverDrive & cloudLibrary Circulation



## Ebooks Monthly Comparison



<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>
3/6/2024	Storytime	35	x		
3/7/2024	Storytime	31	x		
3/13/2024	storytime	33	x		
3/14/2024	Storytime	12	x		
3/20/2024	Storytime	39	x		
3/21/2024	Storytime	18	x		
3/27/2024	Storytime	30	x		
3/28/2024	Storytime	13	x		
	<b>TOTAL</b>	<b>211</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>
3/6/2024	Artist - Ruth Asawa	28	x		
3/13/2024	Spanish Club	0	x		
3/14/2024	Legos	33	x		
3/20/2024	STEM-Slime	25	x		
3/22/2024	SunnySlope Event	127		x	
3/26/2024	Spring Break Activity	25	x		
3/27/2024	Legos	28	x		
3/28/2024	Seasonal Kids Crafts	56	x		
	<b>TOTAL</b>	<b>322</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>
3/7/2024	Teen Hangout - perler beads	11	x		
3/12/2024	Horizons - bead animals	17	x		
3/21/2024	Teen Volunteer time	2	x		
	<b>TOTAL</b>	<b>30</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>
3/1/2024	Tech Time	1	x		
3/7/2024	Tech Time	4	x		
3/12/2024	Online Book Group	6			x
3/21/2024	Geology of Mt. Eddy	28	x		
3/27/2024	All About Beavers	56	x		
3/28/2024	Silent Book Group	4	x		
	<b>TOTAL</b>	<b>99</b>			

<b>All Ages Programs</b>					
<b>Date</b>		<b>Attendance</b>	<b>Onsite</b>	<b>Offsite</b>	<b>Virtual (Facebook Live or Zoom)</b>
3/12/2024	Maker Time	10	x		
3/15/2024	Sunshine Apts	0		x	
3/26/2024	Resume Workshop	0	x		
	<b>TOTAL</b>	<b>10</b>			

<b>Grab-and-Go Craft Kits</b>					
<b>Date</b>		<b>Number distributed</b>			
3/5/2024	Foam Puppet	35			
3/19/2024	St Patrick & Paper Flower	80			
3/26/2024	Pansy Planting	100			
	<b>TOTAL</b>	<b>215</b>			