



ROSEBURG LIBRARY COMMISSION AGENDA
Tuesday, July 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	Brady McNulty
	Shirley Lindell	Juliet Rutter	Marcy Tassano

III. APPROVAL OF MINUTES

A. June 18, 2024

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: August 20, 2024

VI. INFORMATIONAL

- A. RARE AmeriCorps Member Wrap-Up
- B. Monthly Statistics
- C. Summer Reading Program
- D. Staffing Update
- E. Grants Update

VII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
June 18, 2024**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on June 18, 2024, in the Deer Creek 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 (via zoom – left meeting at 4:28 p.m.), Francesca Guyer, Shirley Lindell, Brady McNulty (via zoom), Juliet Rutter (via zoom), Marcy Tassano, and Andrea Zielinski

Absent None

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

Others Present None

3. APPROVAL OF MINUTES

Commissioner Guyer moved to approve the May 21, 2024, minutes. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Elder, Guyer, Lindell, McNulty, Rutter, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

4. AUDIENCE PARTICIPATION

None.

5. BUSINESS FROM THE COMMISSION

Commissioner Rutter shared information about the Pride Parade this Saturday, June 22, 2024, beginning at 11:00 a.m.

Commissioner Tassano reported that the Friends of the Library summer book sale on May 30, 31, and June 1, 2024, made \$3500, and \$50 was donated to Dolly Parton's Imagination Library.

6. NEXT MEETING DATE

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

7. INFORMATIONAL

A. Library Use Assessment Report

AmeriCorps member Sala reported there were 273 surveys received by mail, email, or dropped off in person; people between the ages of 30 – 39 and 70 – 79 had the most responses; 78.31% of responders had library cards; there did not appear an issue with access or willingness to get a library card in any age group; most responders were female; customer service had an excellent rating, and the physical collection was rated good. Many responders reported they didn't know about the digital library or programs or those options didn't apply to them; other responders rated the digital library and programs as good or excellent; online services and computers were rated excellent even though many responders didn't know about these services; the facility and overall library experience were given an excellent rating. The overall feedback was positive; suggestions for improvement included extending operating hours. Reasons for not using the library included membership costs and safety concerns around homeless people. There were adult and youth focus groups to determine positive user experience and areas of improvement, and outreach events included sharing information about library services and handing out surveys.

Director Wiley thanked AmeriCorps member Sala for designing and implementing the library use assessment and community members for providing feedback.

She stated her takeaways were that respondents wanted more – more hours, more programs, more materials – and the library will continue to support all of that to the best of our funding and capacity; we publicize our programs in a lot of ways, but we continue to hear from patrons that they would like us to improve our communication; and staff already has responded to some of the suggestions received this spring. Examples include articles that go into greater detail about collection development; information on the library catalog about how to submit purchase requests; and plans to implement craft activities for adults.

Commissioner comments and questions included whether the survey results will be made available to the public, adding more craft activities, appreciation for recognition of excellent staff support and customer service, importance of getting the word out to the community about what's happening at the library, and clarification of taxes collected to pay for the county library.

Director Wiley clarified the survey results will be posted on the website, crafter programs for adults twice a year is very doable, and the newsletter goes out weekly. Director Wiley and Librarian Ropp shared information about library funding sources.

B. Monthly Statistics

Director Wiley reported statistics remained status quo. There were more computer logins than usual; requests for help from staff to navigate online forms, printing, etc. remain common, and staff helps to the best of our capacity and ability. Digital circulation accounted for 34 percent of circulation, a bit higher than usual. Director Wiley noted Friends of the Library volunteers contributed 183 hours last month, primarily because of the book sale, and she thanked all of the

volunteers for their service. She reported that children's programs were on break in May to prepare for the Summer Reading Program. Librarian Ropp, Director Wiley, and AmeriCorps member Sala visited two schools, and one school class visited the library in May.

C. Summer Reading Programming

Director Wiley reported the Summer Reading Program started June 1 and will continue through August 24. Information and forms are available in person at the front desk and on the library's website at www.roseburgpubliclibrary.org.

Librarian Ropp shared information about youth programs throughout the summer.

D. Staffing Update

Director Wiley reported Kesna Wells was promoted from Library Aide to Circulation Supervisor. The City Human Resources Department will manage the recruitment of two Library Aides beginning in August with a goal to onboard them in mid-September.

E. Grants Update

Director Wiley reported the library is assessing whether to apply for an Oregon Community Foundation grant to help fund technology renovations in the Ford Room. The library submitted the final report for Whipple Foundation funds received in 2023.

Commissioner comments and questions included clarification of the Dolly Parton Imagination reimbursement program.

Director Wiley clarified the State Legislature approved funding, and it is applied to the balance owed every month.

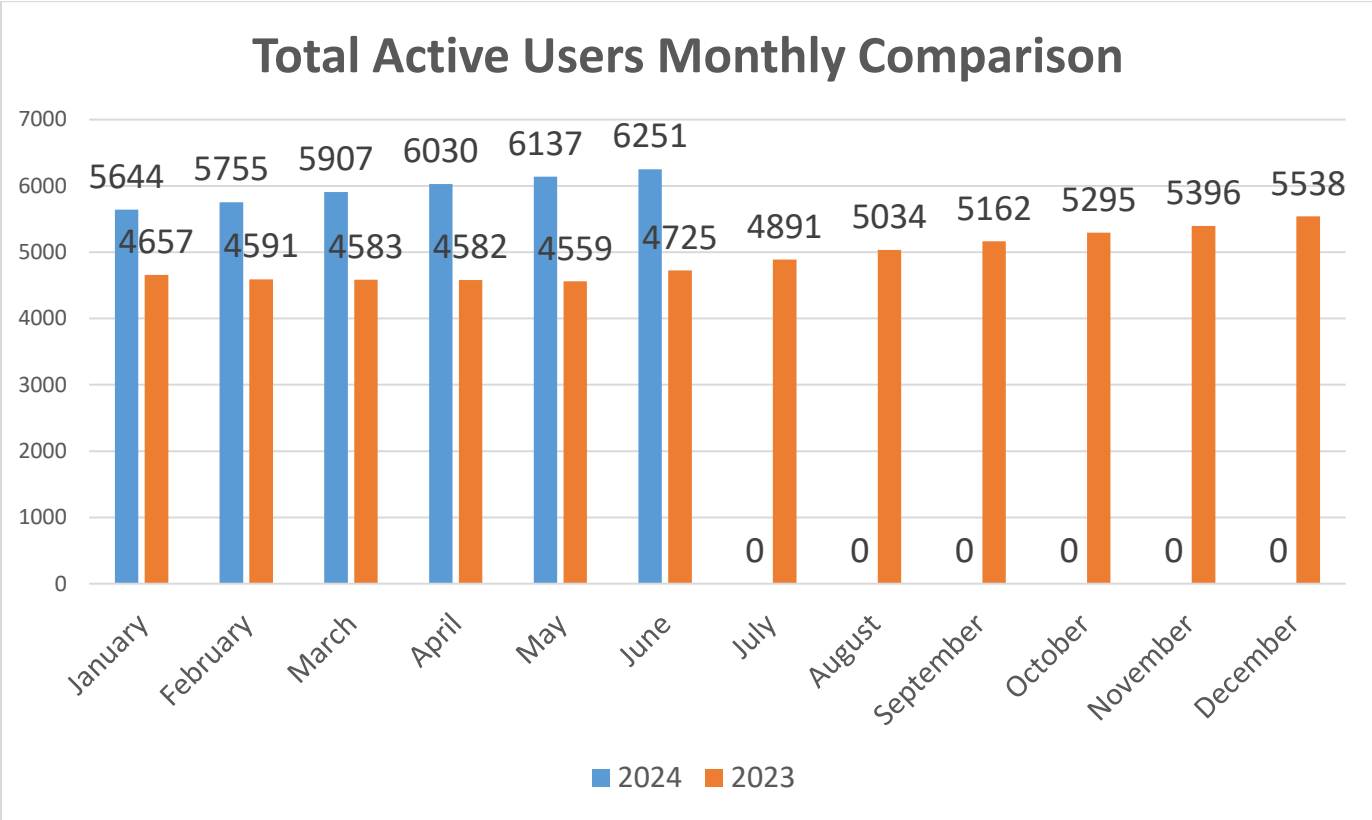
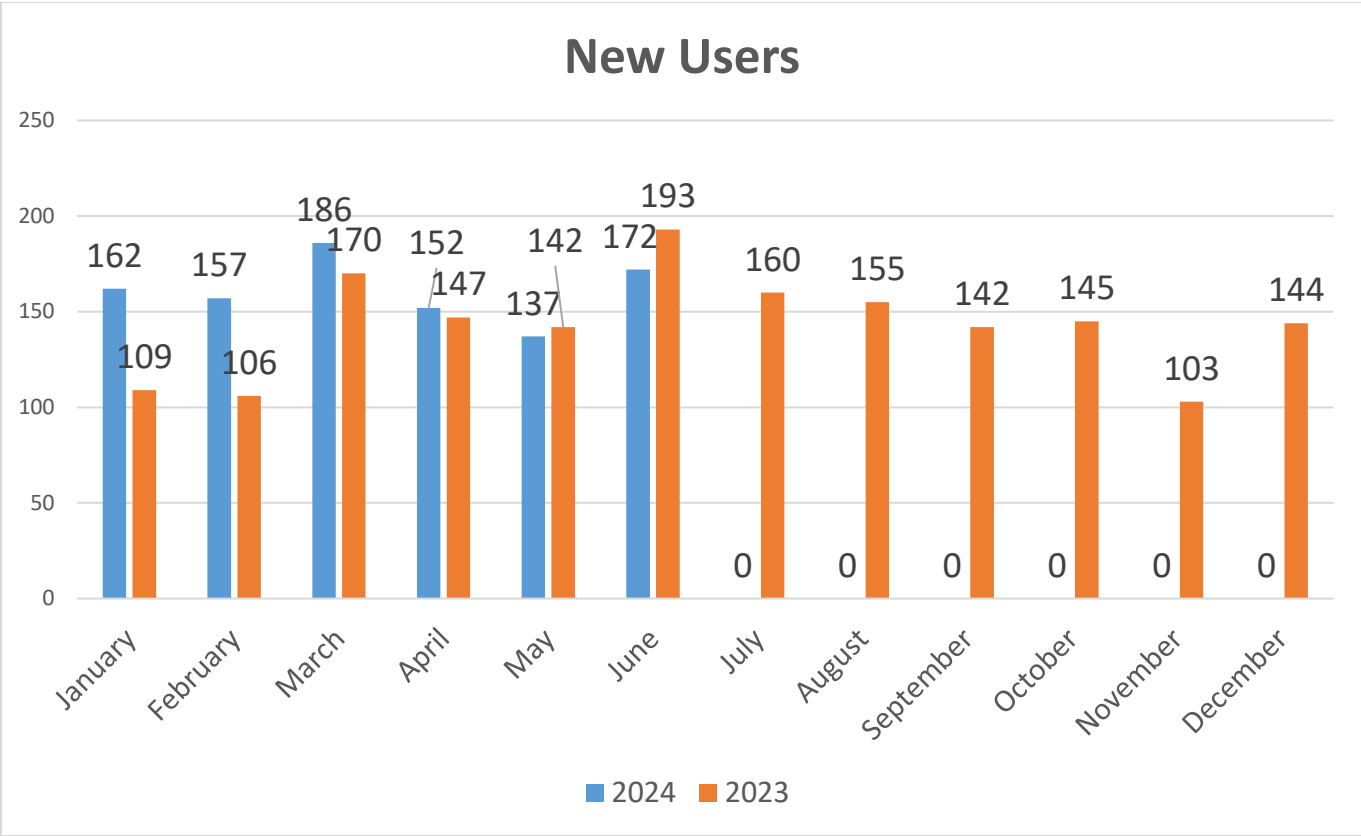
8. ADJOURNMENT

The Roseburg Library Commission meeting adjourned at 4:50 p.m.

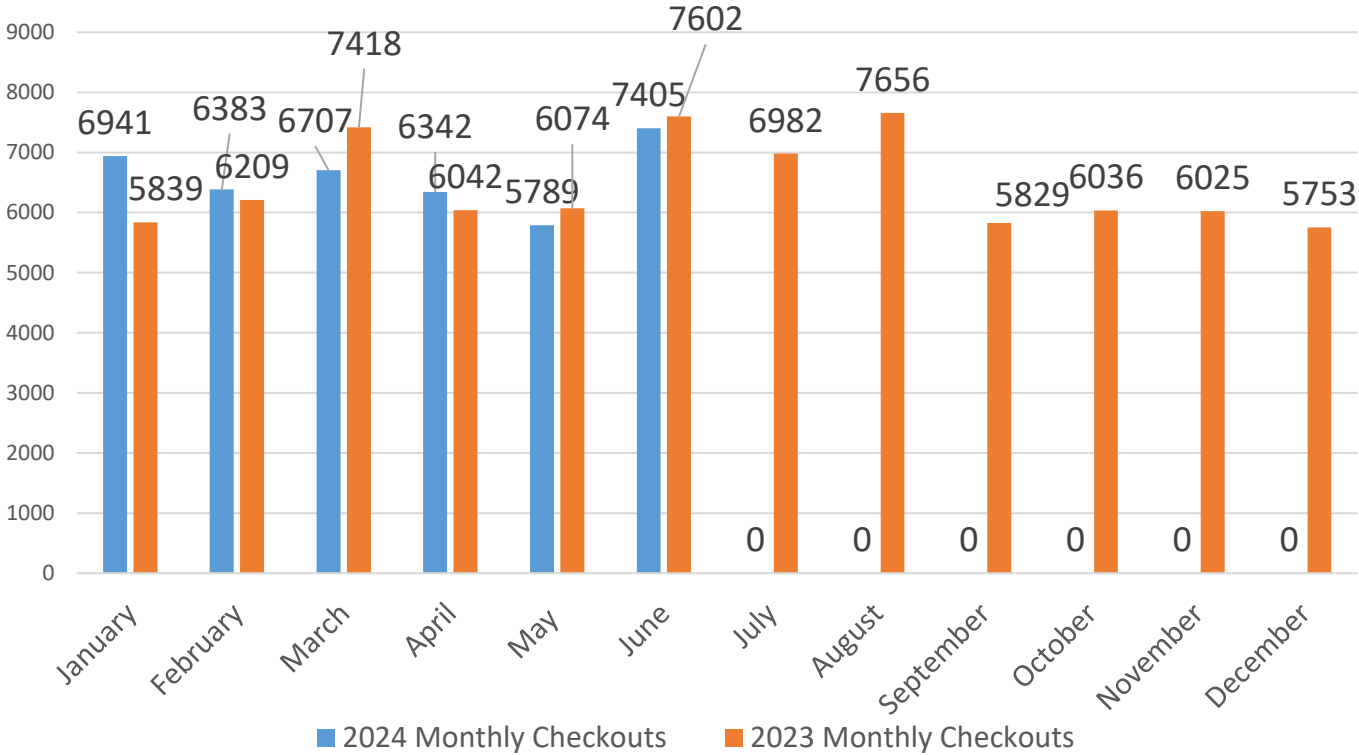
Respectfully submitted,

Grace Jelks

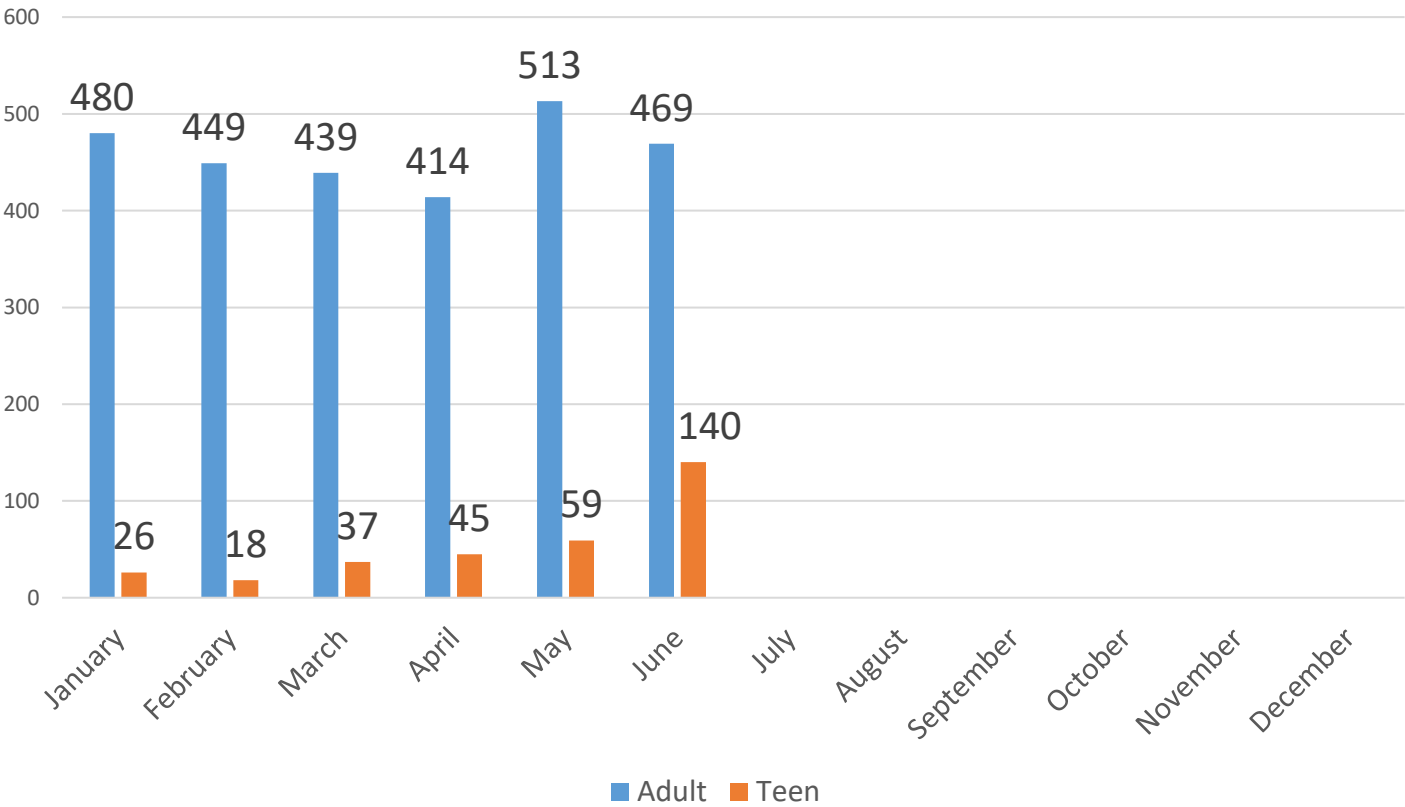
Grace Jelks, Management Staff Assistant

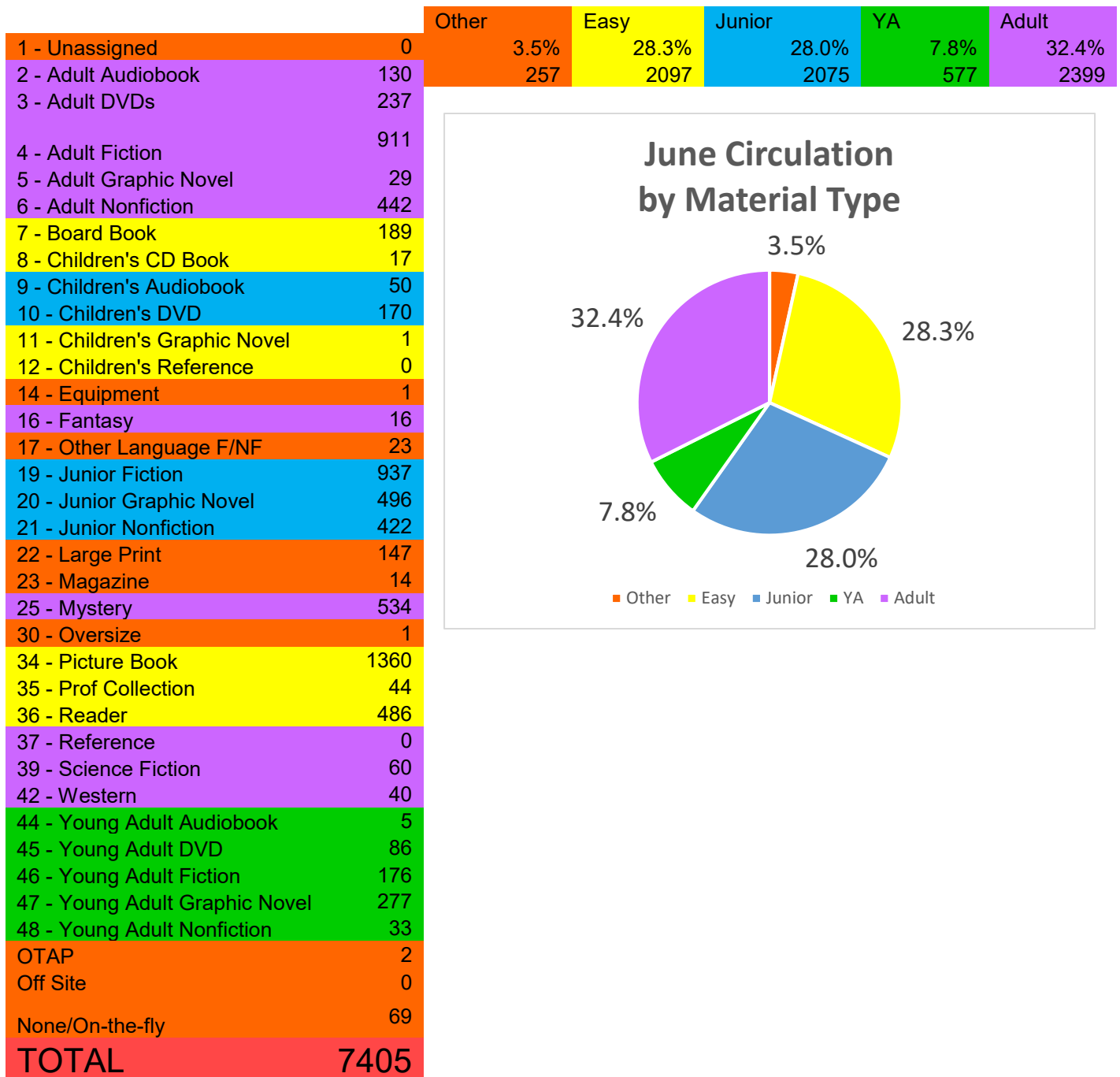


Physical Materials Checkouts



Public Computer Use





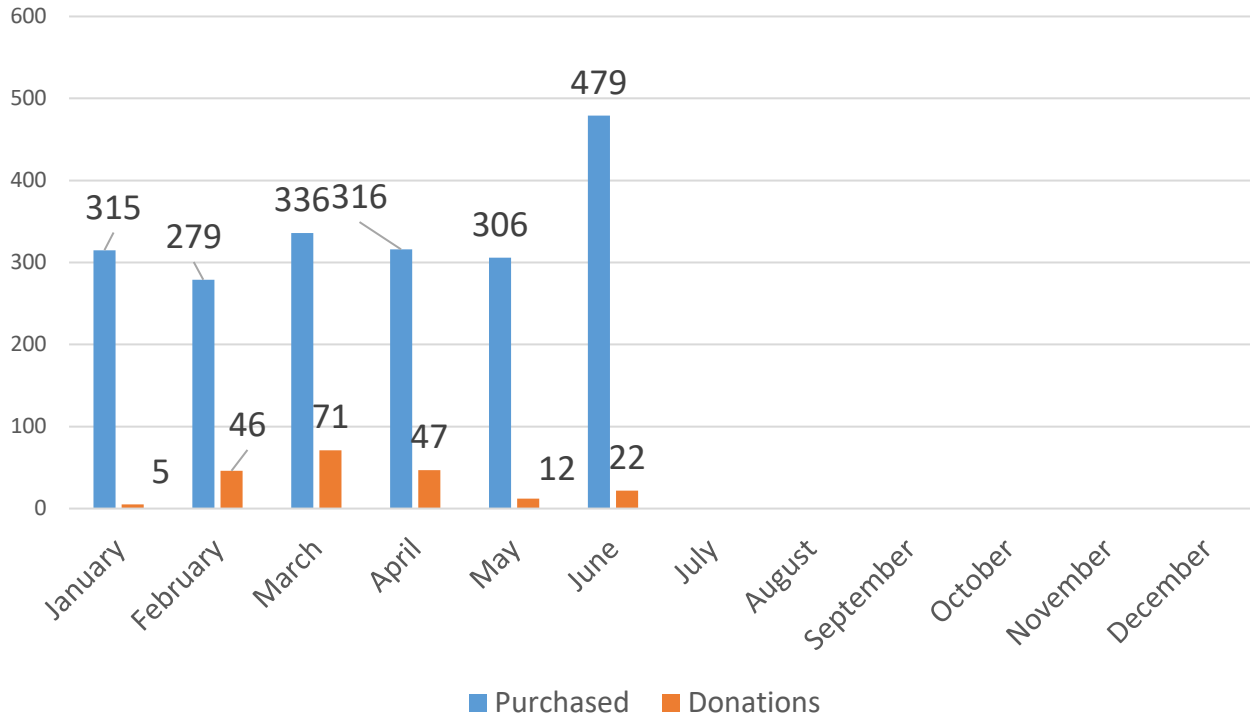
NEW Items Snapshot - July 6, 2024

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4265	1101	25.81%
Picture Books	813	250	30.75%
Adult Fiction	705	253	35.89%
Junior Fiction	452	60	13.27%
YA Fiction	275	16	5.82%

Circulation Snapshot - July 6, 2024

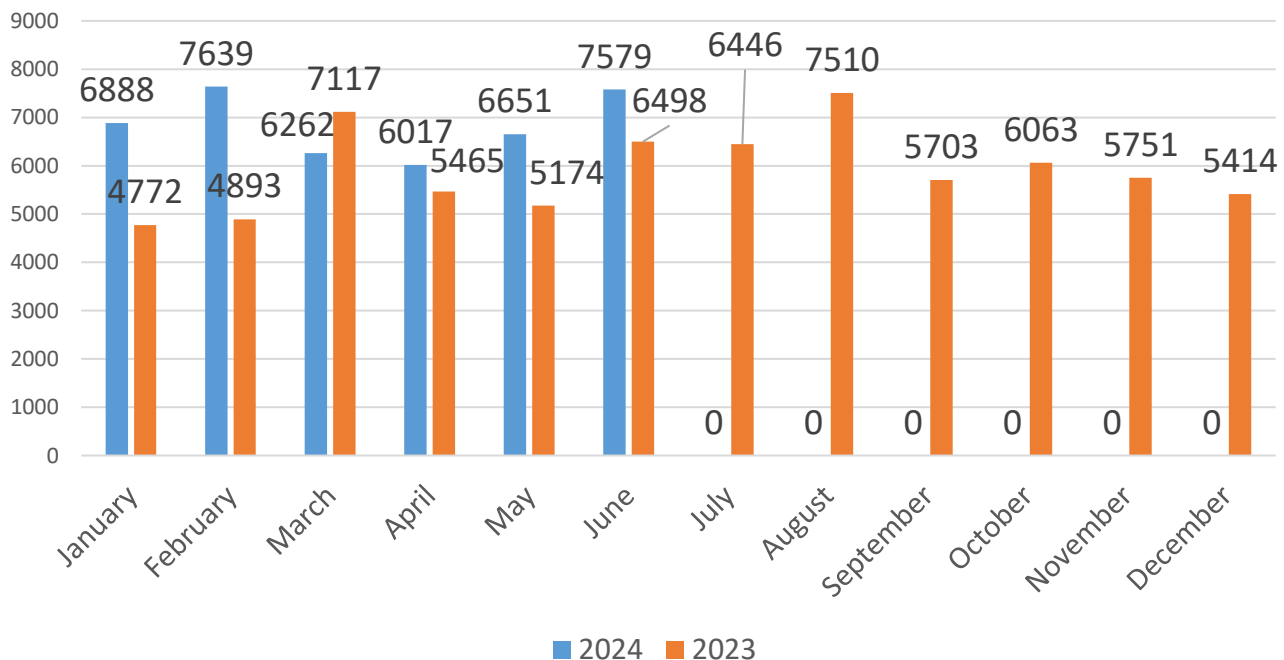
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	14	0	0	0
2 - Adult Audiobook	1668	2.1	90	5.4
3 - Adult DVDs	1826	2.3	98	5.4
4 - Adult Fiction	13879	17.2	903	6.5
5 - Adult Graphic Novel	372	0.5	30	8.1
6 - Adult Nonfiction	13621	16.8	629	4.6
7 - Board Book	702	0.9	205	29.2
8 - Children's CD Book	109	0.1	18	16.5
9 - Children's Audiobook	679	0.8	63	9.3
10 - Children's DVD	869	1.1	118	13.6
11 - Children's Graphic Novel	5	0	1	20
12 - Children's Reference	177	0.2	0	0
14 - Equipment	12	0	3	25
16 - Fantasy	240	0.3	29	12.1
17 - Other Language F/NF	950	1.2	30	3.2
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5700	7	998	17.5
20 - Junior Graphic Novel	1627	2	398	24.5
21 - Junior Nonfiction	9067	11.2	521	5.7
22 - Large Print	1816	2.2	131	7.2
23 - Magazine	3602	4.5	16	0.4
25 - Mystery	6005	7.4	382	6.4
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	5944	7.3	1245	20.9
35 - Prof Collection	315	0.4	41	13
36 - Reader	2147	2.7	533	24.8
37 - Reference	518	0.6	1	0.2
39 - Science Fiction	1331	1.6	65	4.9
42 - Western	727	0.9	23	3.2
44 - Young Adult Audiobook	292	0.4	3	1
45 - Young Adult DVD	446	0.6	56	12.6
46 - Young Adult Fiction	3306	4.1	246	7.4
47 - Young Adult Graphic Novel	1558	1.9	262	16.8
48 - Young Adult Nonfiction	938	1.2	29	3.1
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	80902		7180	8.9

Items Added



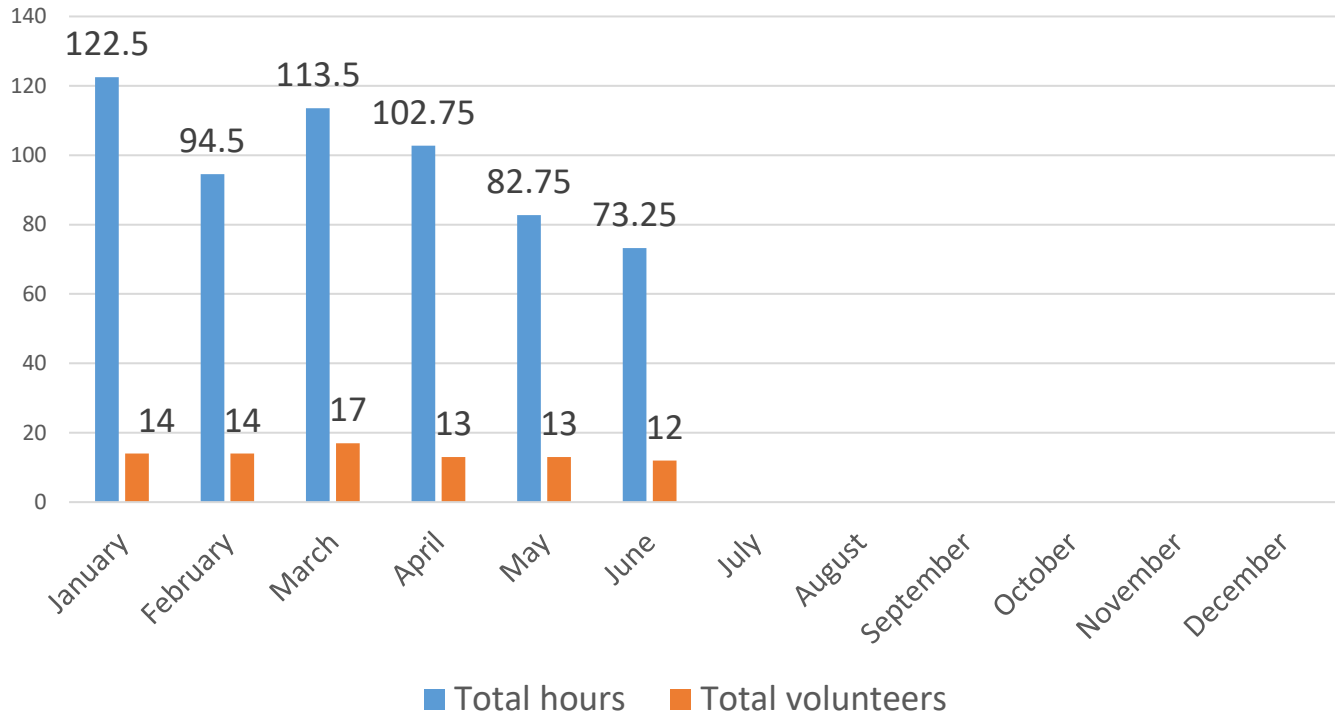
Total value added to collection
June 2024 - \$10,009.86

Door Count

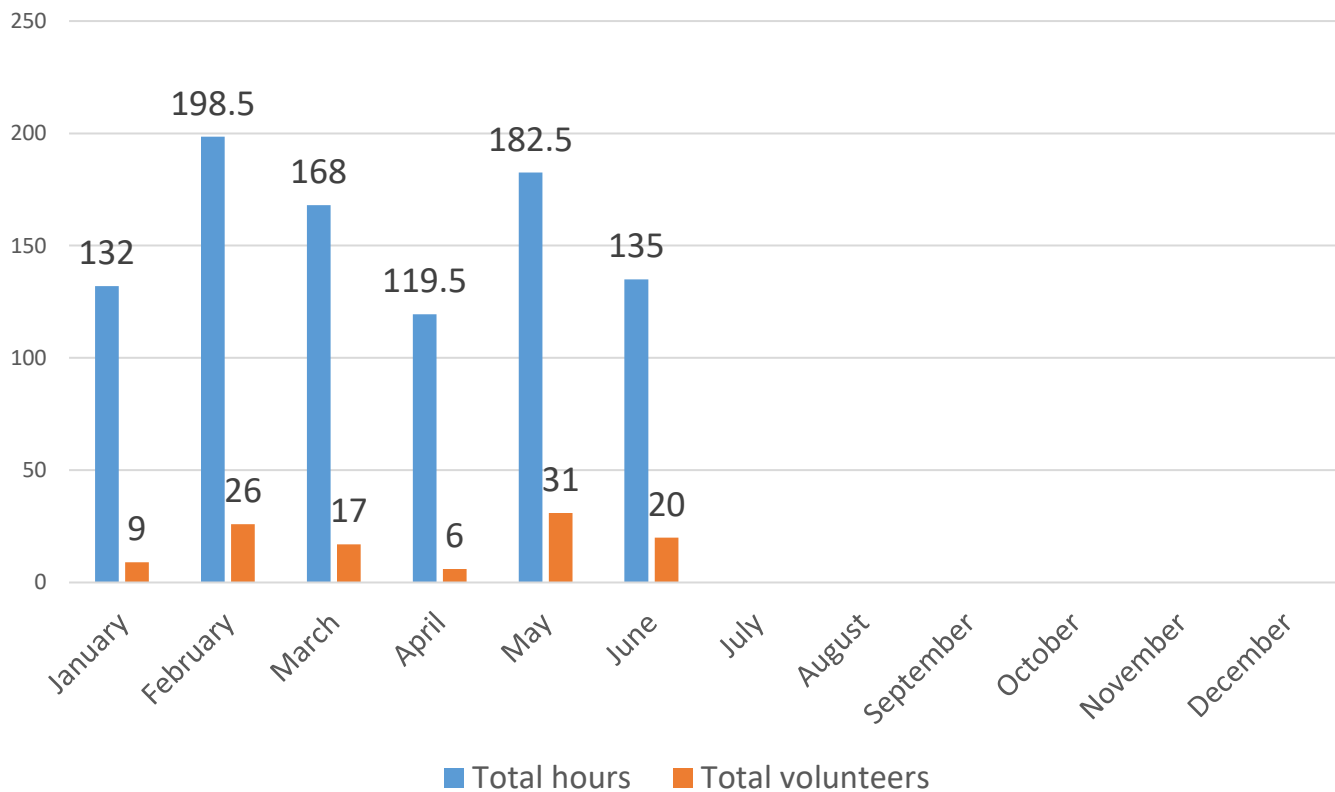


Library Card Sponsorship Program
Number of cards issued FY 2023-2024 – 15

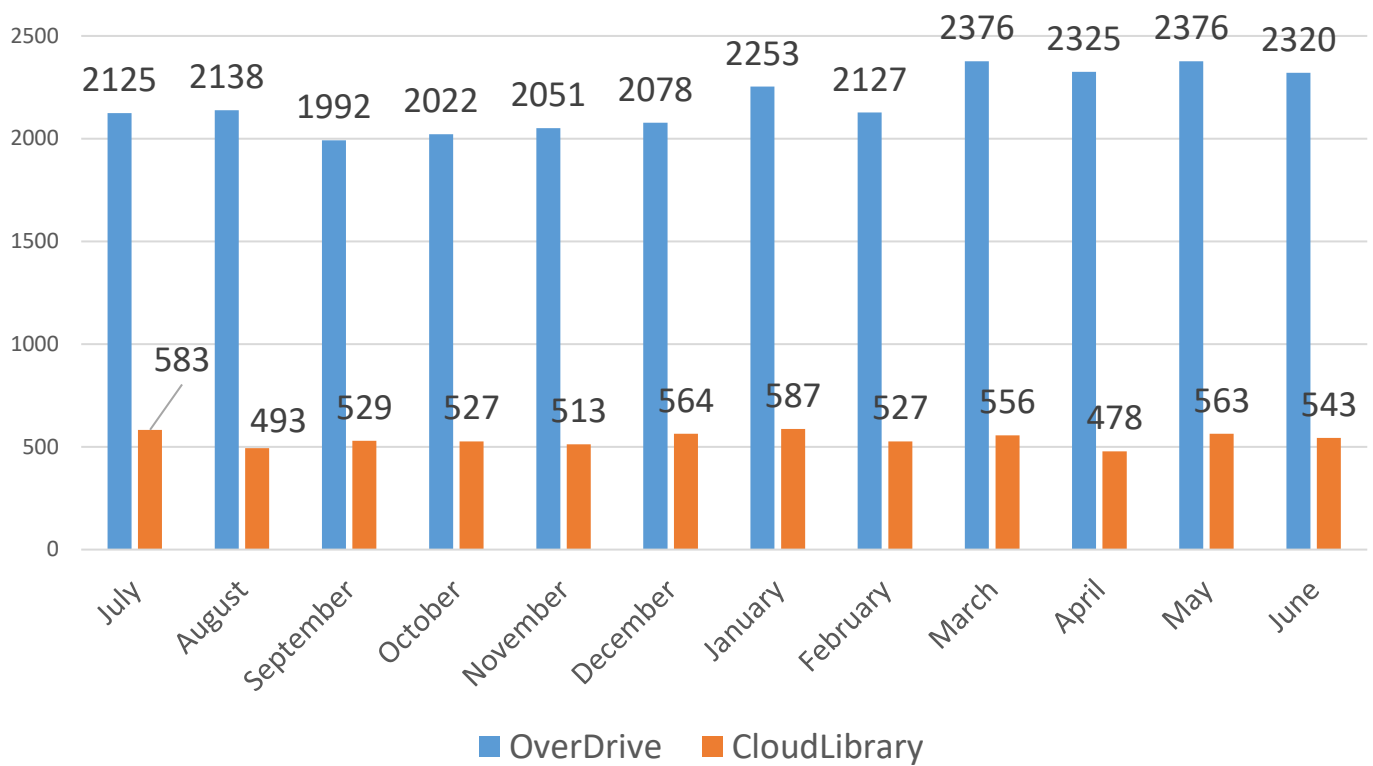
Volunteer Contribution - Library



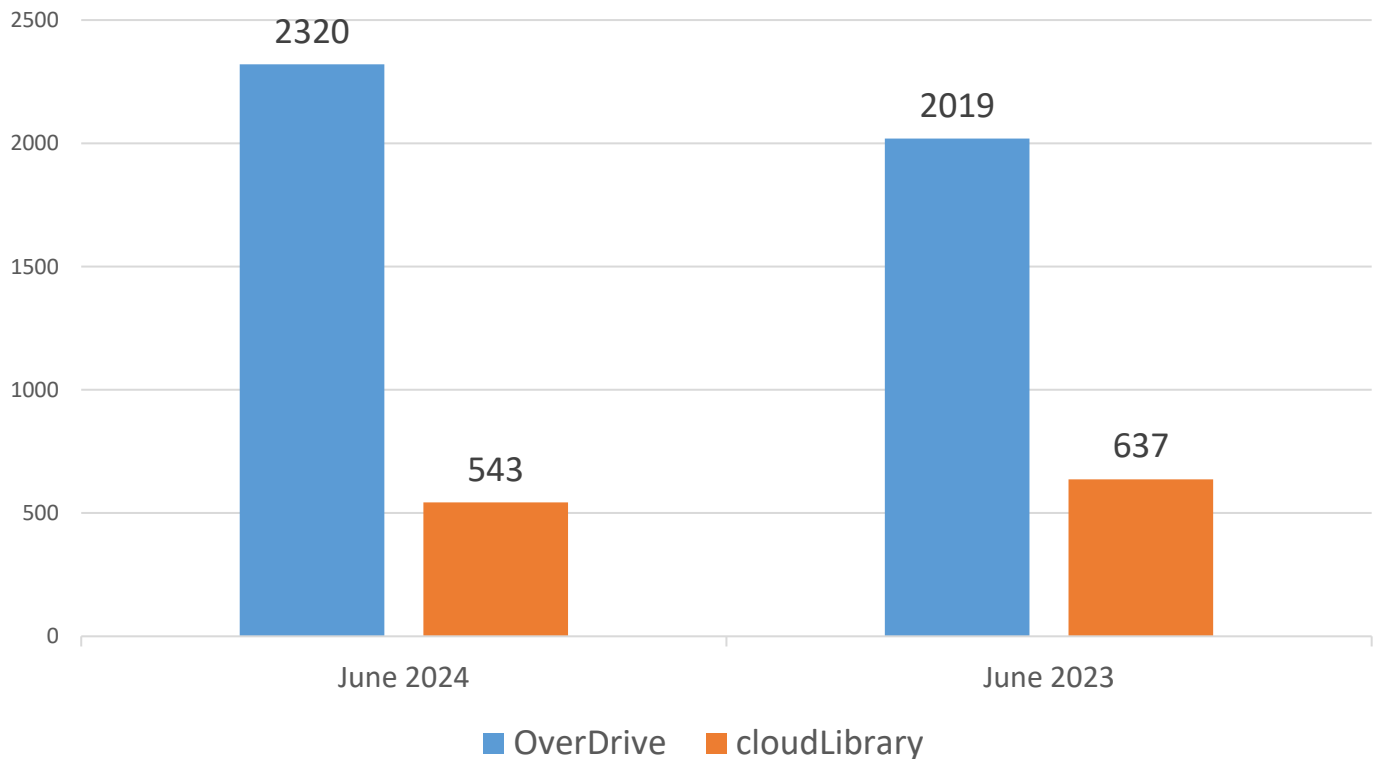
Volunteer Contribution - Friends of the Library



FY 2023-2024 OverDrive & cloudLibrary Circulation



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/5/2024	Storytime at Stewart Park	32		x	
6/6/2024	Storytime	4	x		
6/12/2024	Storytime at Stewart Park	33		x	
6/13/2024	Storytime	14	x		
6/19/2024	Storytime at Stewart Park	43		x	
6/20/2024	Storytime	20	x		
6/26/2024	Storytime at Stewart Park	34		x	
6/27/2024	Storytime	19	x		
	TOTAL	199			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/4/2024	Winchester Super Readers	10	x		
6/11/2024	SRP kickoff	61	x		
6/12/2024	Boys & Girls Club Outreach	64		x	
6/14/2024	Park - Library Bag	58		x	
6/14/2024	Sunshine Apts	1		x	
6/17/2024	Lunchbox Express	77		x	
6/18/2024	Anime Your Way	46	x		
6/19/2024	Anime Your Way	35	x		
6/19/2024	Boys & Girls Club Outreach	75		x	
6/20/2024	Anime Your Way	29	x		
6/21/2024	Park - Nature Journal	51		x	
6/21/2024	Sunshine Apts	12		x	
6/24/2024	Lunchbox Express	139		x	
6/25/2024	SRP-Quest for the Kakapo	37	x		
6/26/2024	Boys & Girls Club Outreach	84		x	
6/28/2024	Park – Paula, Talk About Trees	24		x	
	TOTAL	803			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/13/2024	Teen – T-shirt bag	11	x		
6/18/2024	Teen Anime Your Way	32	x		
6/19/2024	Teen Anime Your Way	20	x		
6/20/2024	Teen Anime Your Way	18	x		
6/20/2024	Teen volunteer time	1	x		
6/27/2024	Teen-PS4	3	x		
	TOTAL	85			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/1/2024	Author Kate Newman	17	x		
6/6/2024	Tech Time	3	x		
6/7/2024	Tech Time	2	x		
6/11/2024	Online Book Group	4			x
6/18/2024	Anime Your Way Adults	24	x		
6/19/2024	Anime Your Way Adults	16	x		
6/27/2024	Silent Book Group	6	x		
	TOTAL	72			

Live All Ages Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/10/2024	Movies in the Park	121		x	
6/20/2024	Family Anime Your Way	29	x		
	TOTAL	150			

Grab-and-Go Craft Kits					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
6/4/2024	Egg Carton Bird Feeder	100		x	
6/11/2024	Paint & Mini Easel	192			

6/18/2024	Tie Dye Bookmark	217			
6/25/2024	Foam Coin Purse	216			
	TOTAL	725			