

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
October 15, 2024**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:02p.m. on October 15, 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 Paige Bentley, Mandy Elder (via zoom), Shirley Lindell, Brady McNulty (via zoom), Marcy Tassano, and Andrea Zielinski

Absent Francesca Guyer

Attending Staff Library Director Kris Wiley, Youth Services Librarian Aurora Ropp, and Management Staff Assistant Grace Jelks

Others Present None

3. INTRODUCTIONS

The Commission members and Staff introduced themselves and welcomed new Commissioner Paige Bentley.

4. APPROVAL OF MINUTES

Commissioner Lindell moved to approve the August 20, 2024, minutes. The motion was seconded by Commissioner Tassano and approved with the following vote: Commissioners Bentley, Elder, Lindell, McNulty, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

5. DISCUSSION ITEM

A. Wiley presented the meeting room policy update. She stated the updates ensure the policy aligns with current practice and capacity.

Wiley stated that she plans to bring this policy back for additional updates next month that address consequences for renters who do not adhere to the prohibited activities/uses section of the policy.

Commissioner comments and questions included whether there were many requests for weekly meetings, whether there is an availability problem, estimation of the number of groups renting a room annually, and whether ESD had input on proposed policy changes.

Wiley clarified the difficulty in renting a room for weekly meetings because there are so many requests by different groups, renting a room for weekly meetings limits availability for other groups, estimation of two hundred different groups that rent annually, an average of 20 – 25 rentals a month of all of our spaces, we want to be good partners with ESD, they do a lot of teacher training, ESD staff reported a broken camera that was cost prohibitive to replace and can have any meeting dates they want, City and Library can have any meeting dates they want, and the maximum number of rentals is per user not per room.

Ropp clarified that meeting rooms are open Sundays and can be used for private parties, meetings, funerals, baby showers, etc. We are changing the language from reserving to renting to accurately account for cancelled reservations.

Commissioner Bentley moved that the Library Commission recommend the City Council approve the updated Meeting Room Policy. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Bentley, Elder, Lindell, McNulty, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

6. AUDIENCE PARTICIPATION

None.

7. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported that the Friends of the Library will be holding a book sale on December 5th through December 7th and we are looking for volunteers to help with set up and take down. The Friends of the Library held a 5th Anniversary Celebration on October 2, 2024, and celebrated the success of the Dolly Parton Imagination Library.

8. NEXT MEETING DATE

Tuesday, November 19, 2024, at 4:00 p.m. This will be a hybrid meeting.

9. INFORMATIONAL

A. Monthly Statistics

Director Wiley reported the monthly statistics. She noted the expected drop in several categories, which is expected in September because there were no youth programs and school was back in session. She anticipated an uptick in checkouts in October because there was a full schedule of youth programs.

Digital materials accounted for 35% of all checkouts, which is about 5% higher than usual. There were 242 checkouts of digital magazines, which is similar to the previous two months.

B. Programming

Director Wiley reported the library's Americans and the Holocaust Exhibition would be on display in the library's Deer Creek Room from November 7 through December 19. Three public programs were scheduled in conjunction with the exhibition:

Thursday, November 14, 6:30 p.m. – Dr. David Luebke: Examining the Holocaust Through Narrative

Thursday, December 5, 6:30 p.m. – Clarice Wilsey: Letters from Dachau: A Father's Witness of War, a Daughter's Dream of Peace

Thursday, December 12, 6:30 p.m. – Dr. Miriam Chorley-Schulz: Jewish Antifascist Activism in the U.S. During the Holocaust

Staff from the Oregon Jewish Museum and Center for Holocaust Education will lead a program for students from the Horizons foster education program on December 10. This is not open to the public.

Director Wiley reported that she and Librarian Ropp will oversee the library's open maker space time on Tuesday, October 29 from 3-5 p.m. This is a drop-in session for people of all ages. There is a nominal fee for supplies.

Librarian Ropp reported that Lap / Sit / Storytime resumed today with one participant, we expect this number to increase, regular Storytimes for all ages are held on Wednesdays and Thursdays beginning at 10:15 a.m., all children's activities will be on Thursdays this year (Artist, Legos, STEM), Halloween program in October, teen programming began this month with making pumpkins, monthly teen volunteer time begins tomorrow, and craft kits.

Commissioner comments and questions included appreciation for the staff's work with programming for all ages.

C. Grants Update

Director Wiley reported the library is applying for an early literacy grant from The Ford Family Foundation. The request will include funding for an imaginative play station in the Children's Room.

10. ADJOURNMENT

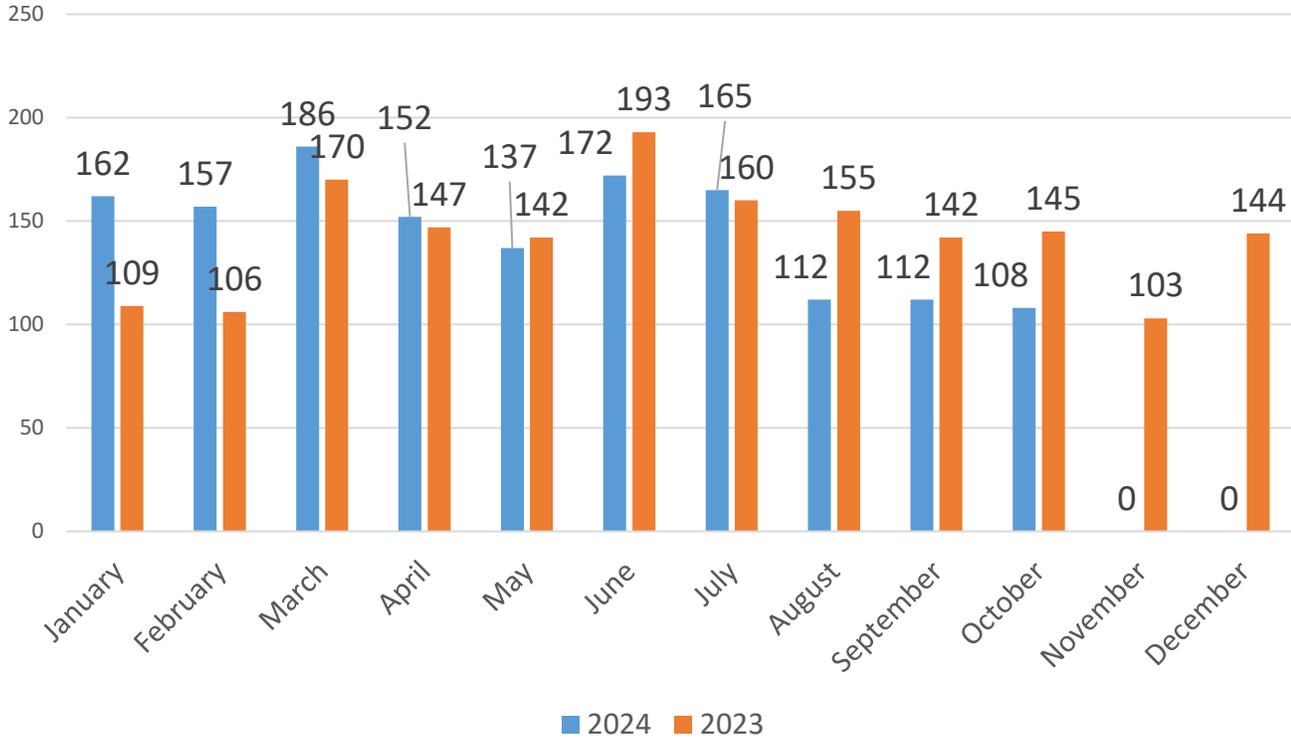
The Roseburg Library Commission meeting adjourned at 4:35 p.m.

Respectfully submitted,

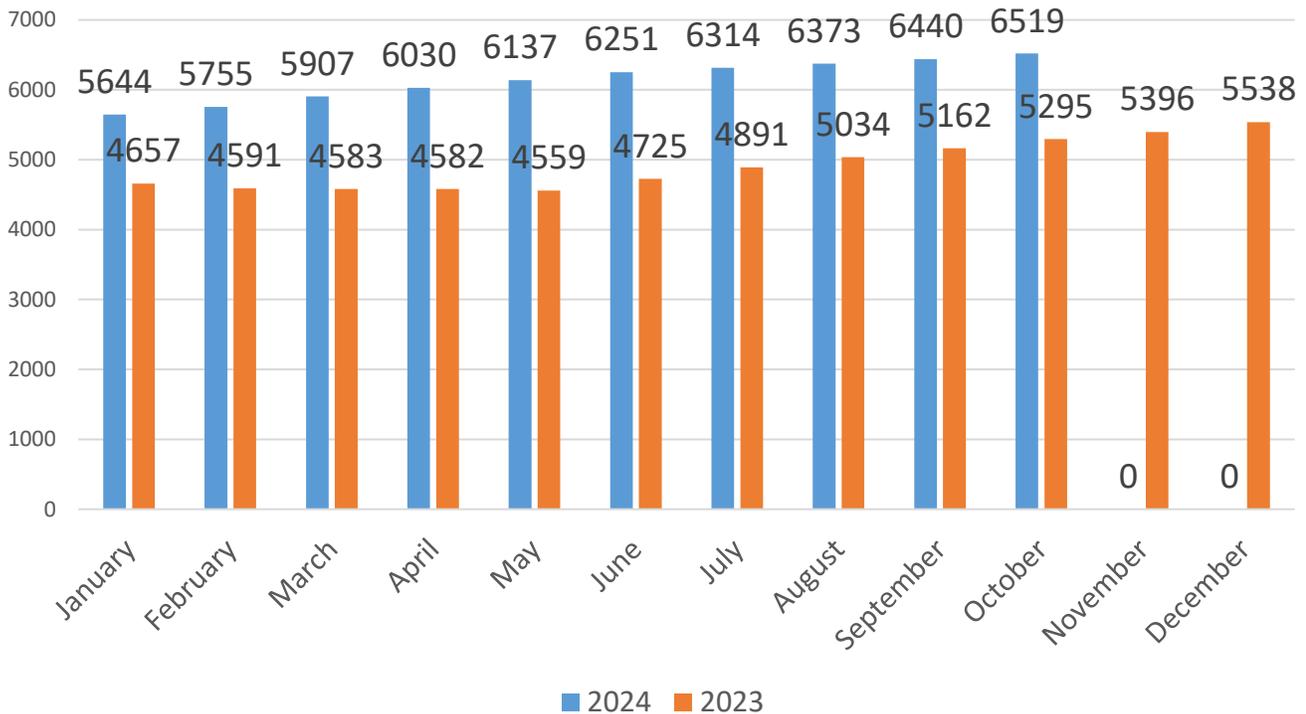
Grace Jelks

Management Staff Assistant

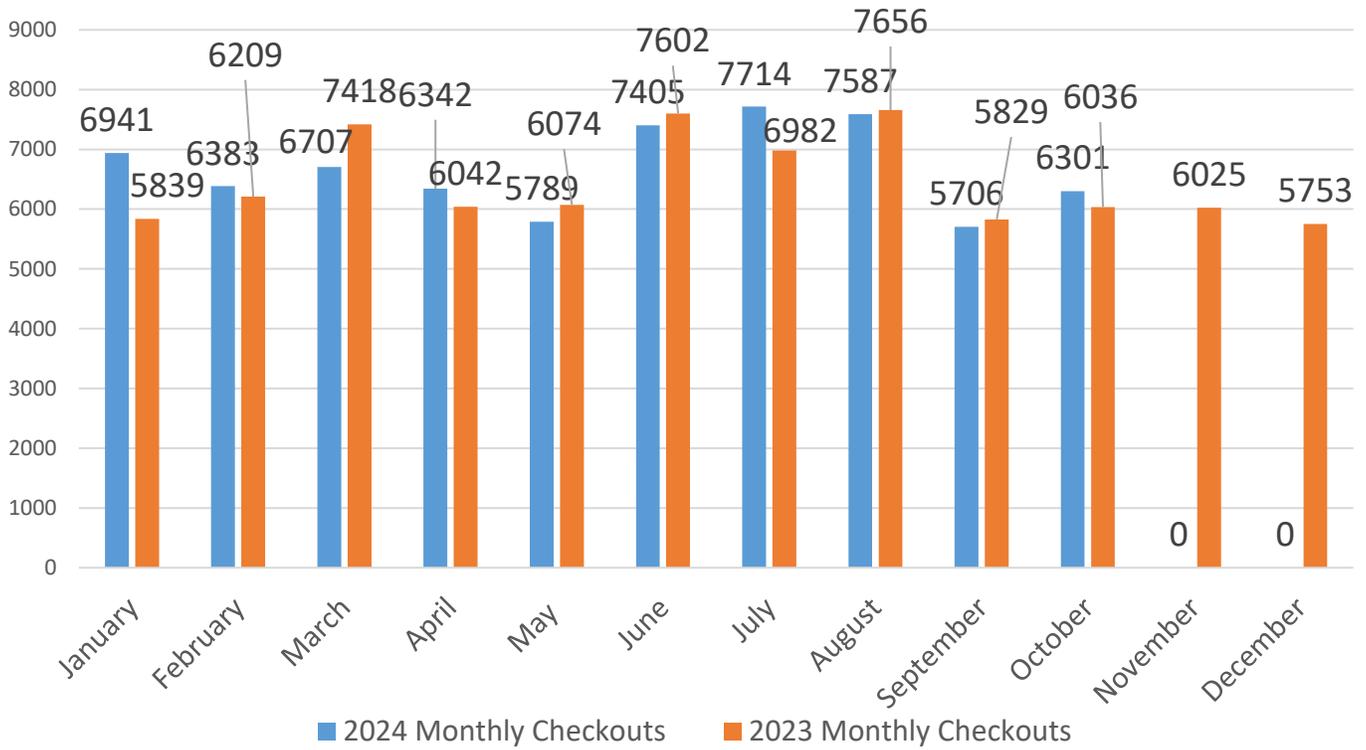
New Users



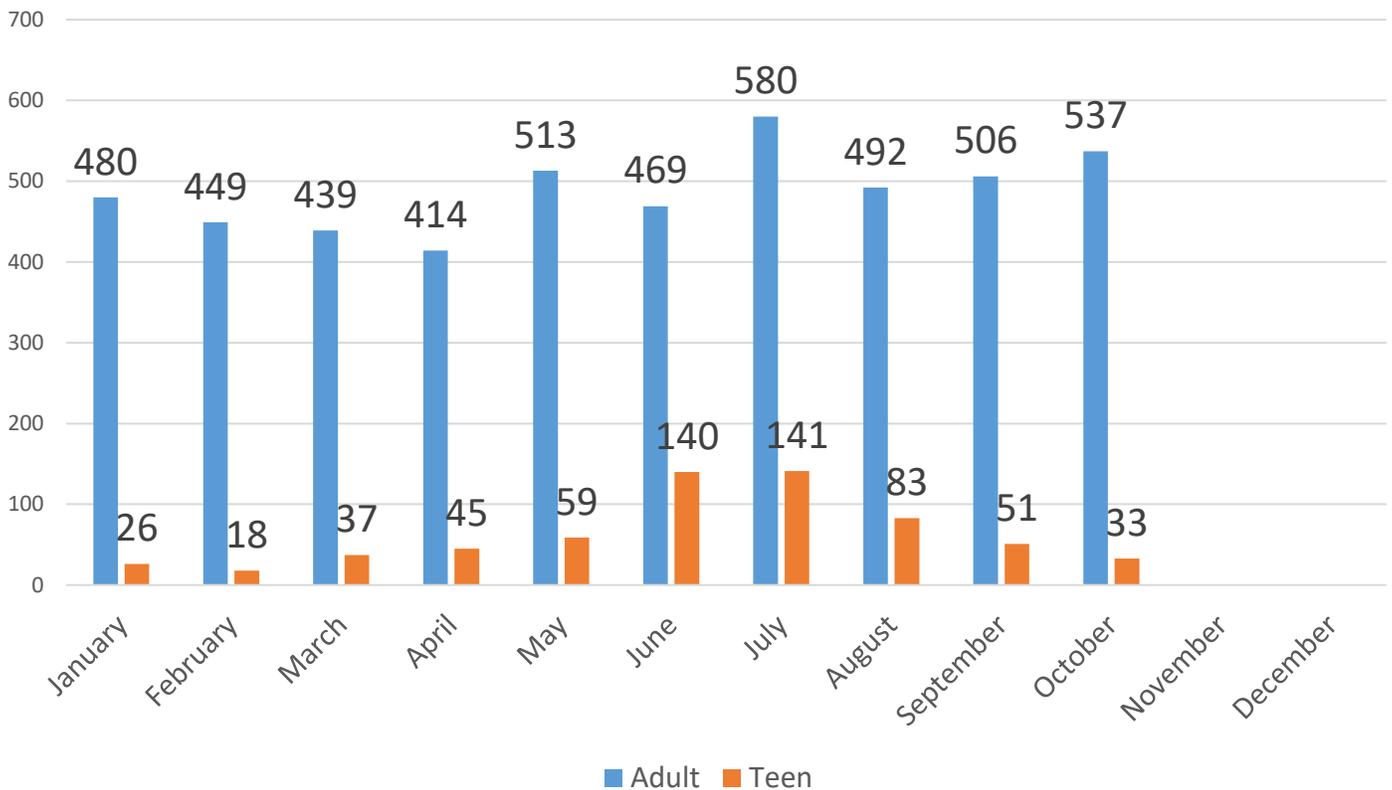
Total Active Users Monthly Comparison



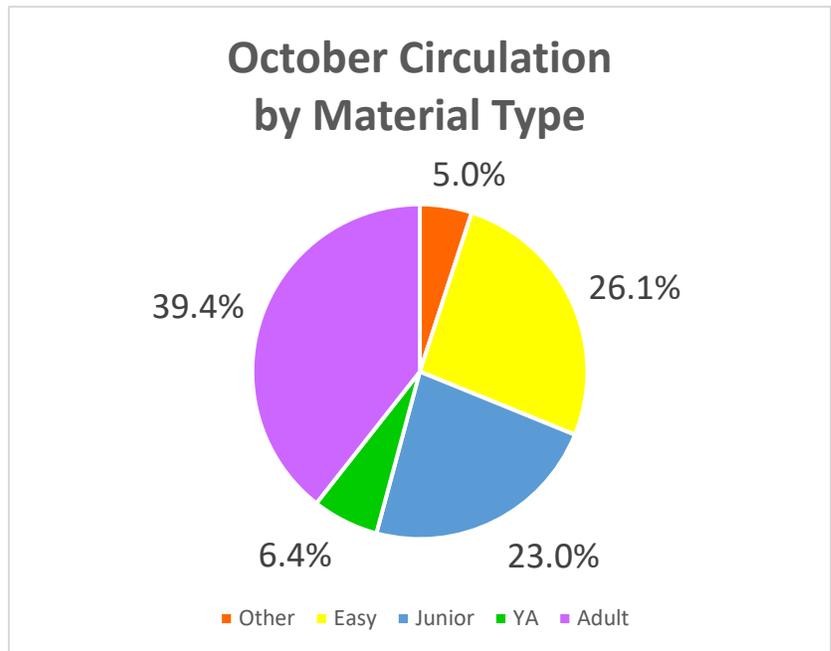
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	5.0%	26.1%	23.0%	6.4%	39.4%
2 - Adult Audiobook	130	316	1647	1451	404	2483
3 - Adult DVDs	316					
4 - Adult Fiction	932					
5 - Adult Graphic Novel	4					
6 - Adult Nonfiction	539					
7 - Board Book	117					
8 - Children's CD Book	5					
9 - Children's Audiobook	64					
10 - Children's DVD	170					
11 - Children's Graphic Novel	4					
12 - Children's Reference	0					
14 - Equipment	0					
16 - Fantasy	25					
17 - Other Language F/NF	40					
19 - Junior Fiction	538					
20 - Junior Graphic Novel	351					
21 - Junior Nonfiction	328					
22 - Large Print	147					
23 - Magazine	26					
25 - Mystery	457					
30 - Oversize	0					
34 - Picture Book	1138					
35 - Prof Collection	35					
36 - Reader	348					
37 - Reference	1					
39 - Science Fiction	58					
42 - Western	21					
44 - Young Adult Audiobook	2					
45 - Young Adult DVD	79					
46 - Young Adult Fiction	115					
47 - Young Adult Graphic Novel	175					
48 - Young Adult Nonfiction	33					
OTAP	8					
Off Site	0					
None/On-the-fly	95					
TOTAL	6301					



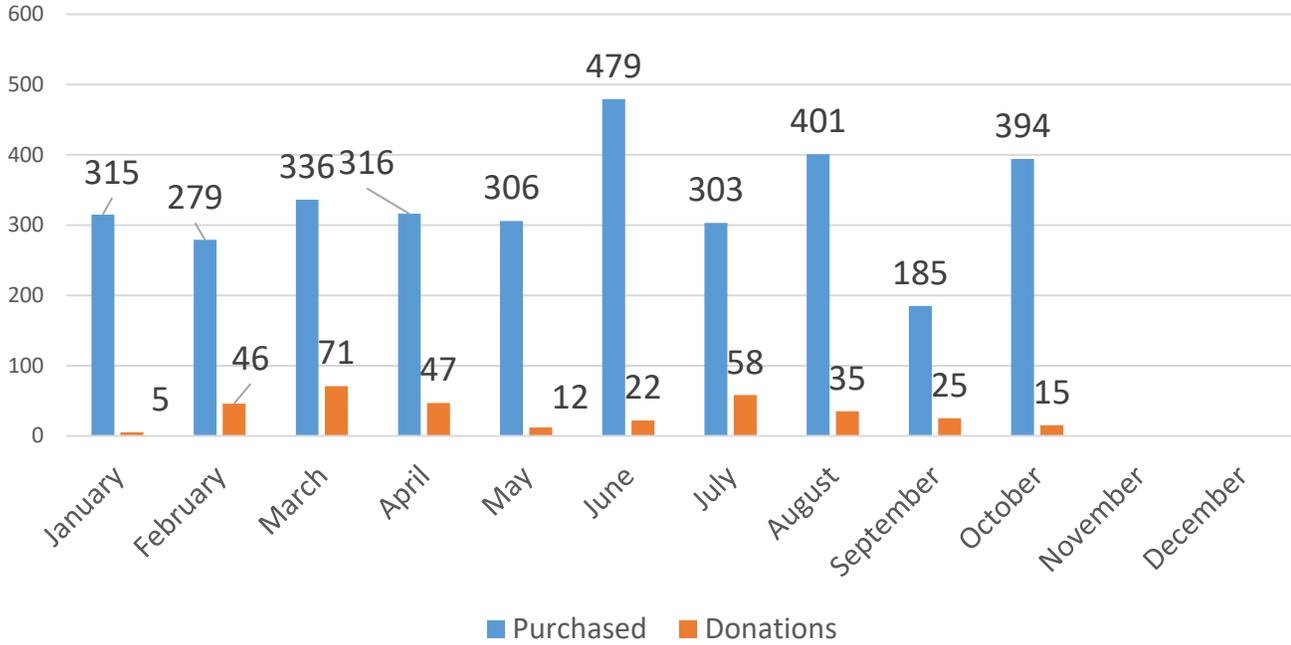
NEW Items Snapshot - November 5, 2024

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4561	1021	22.39%
Picture Books	824	159	19.30%
Adult Fiction	697	257	36.87%
Junior Fiction	504	58	11.51%
YA Fiction	308	15	4.87%

Circulation Snapshot - November 2, 2024

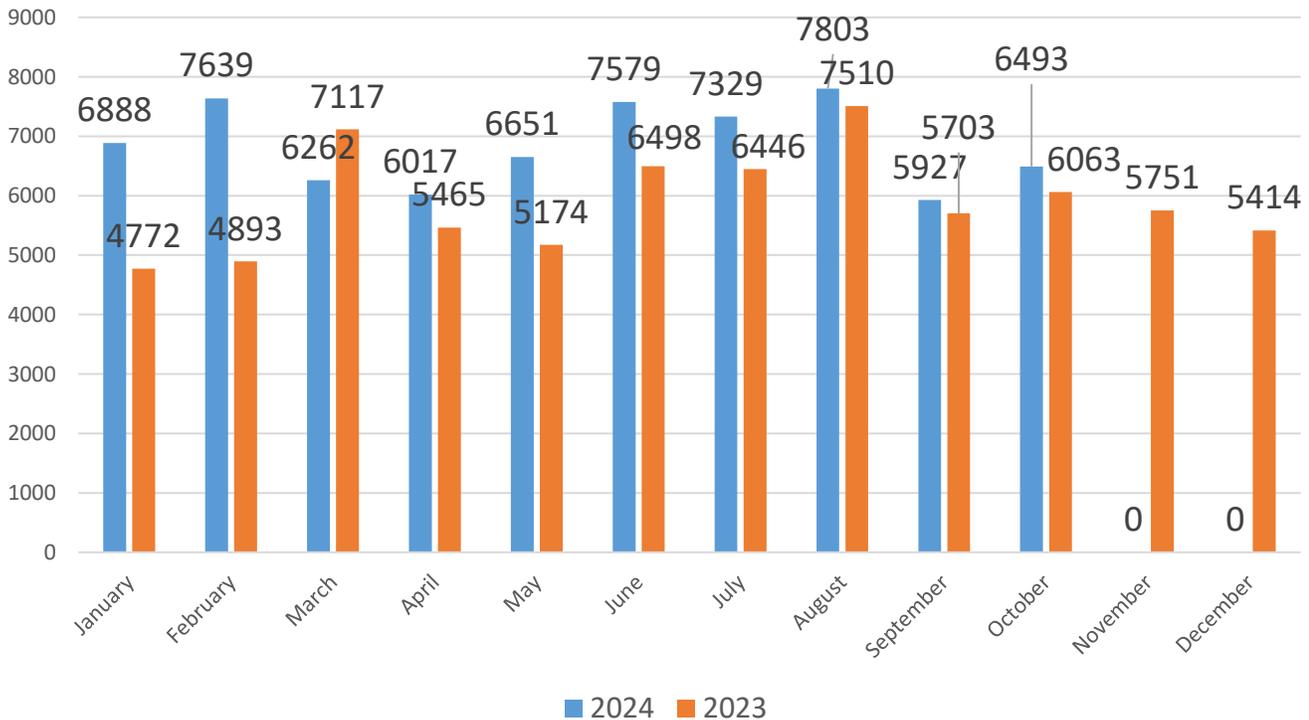
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	60	0.1	0	0
2 - Adult Audiobook	1684	2.1	82	4.9
3 - Adult DVDs	1833	2.2	137	7.5
4 - Adult Fiction	14048	17.2	874	6.2
5 - Adult Graphic Novel	374	0.5	10	2.7
6 - Adult Nonfiction	13687	16.7	745	5.4
7 - Board Book	710	0.9	188	26.5
8 - Children's CD Book	109	0.1	5	4.6
9 - Children's Audiobook	681	0.8	52	7.6
10 - Children's DVD	878	1.1	117	13.3
11 - Children's Graphic Novel	6	0	3	50
12 - Children's Reference	177	0.2	0	0
14 - Equipment	12	0	0	0
16 - Fantasy	251	0.3	42	16.7
17 - Other Language F/NF	1105	1.3	39	3.5
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5816	7.1	792	13.6
20 - Junior Graphic Novel	1691	2.1	364	21.5
21 - Junior Nonfiction	9110	11.1	393	4.3
22 - Large Print	1562	1.9	144	9.2
23 - Magazine	3651	4.5	20	0.5
25 - Mystery	6064	7.4	311	5.1
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	6167	7.5	862	14
35 - Prof Collection	315	0.4	27	8.6
36 - Reader	2186	2.7	372	17
37 - Reference	518	0.6	2	0.4
39 - Science Fiction	1330	1.6	59	4.4
42 - Western	772	0.9	22	2.8
44 - Young Adult Audiobook	292	0.4	6	2.1
45 - Young Adult DVD	444	0.5	64	14.4
46 - Young Adult Fiction	3336	4.1	194	5.8
47 - Young Adult Graphic Novel	1610	2	218	13.5
48 - Young Adult Nonfiction	942	1.2	36	3.8
49 - Young Adult Reference	0	0	0	0
50 - OTAP	426	0.5	17	4
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	81901		6197	7.6

Items Added



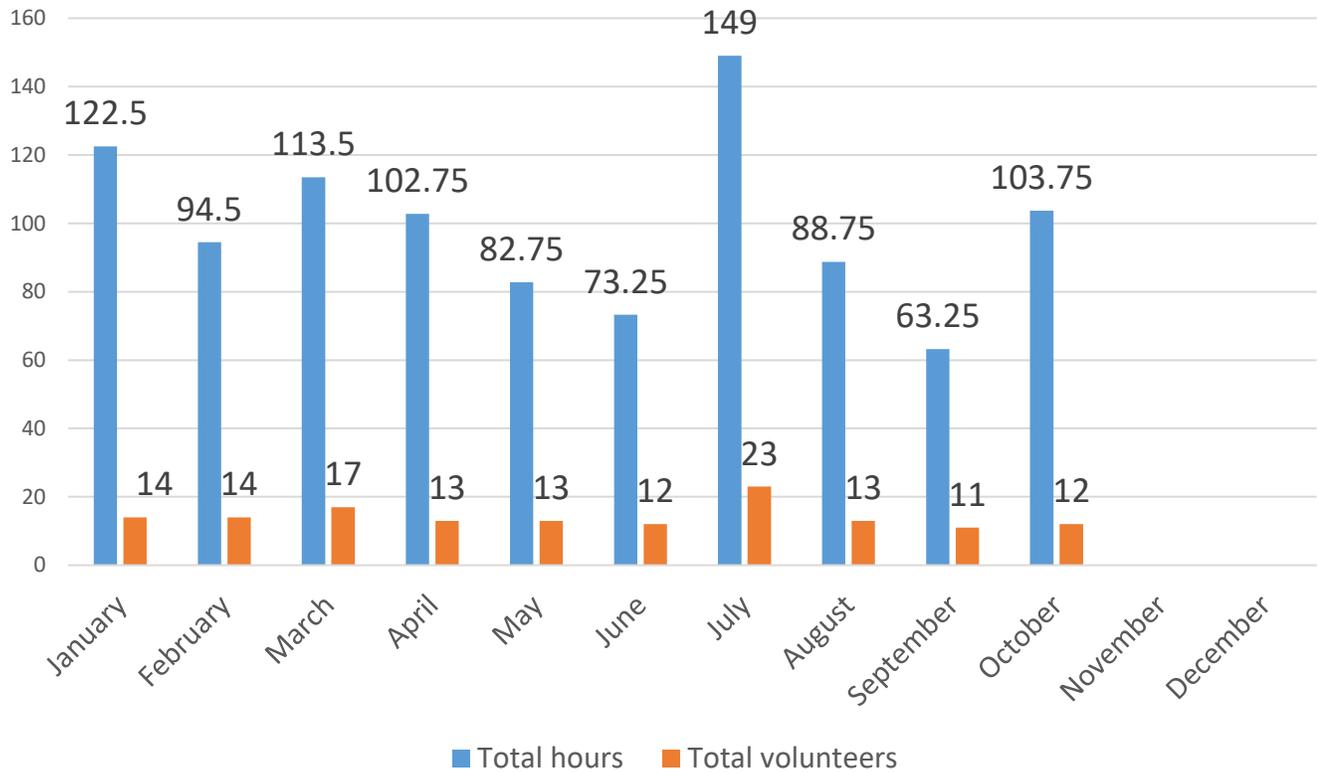
Total value added to collection
 October 2024 - \$7902.99

Door Count

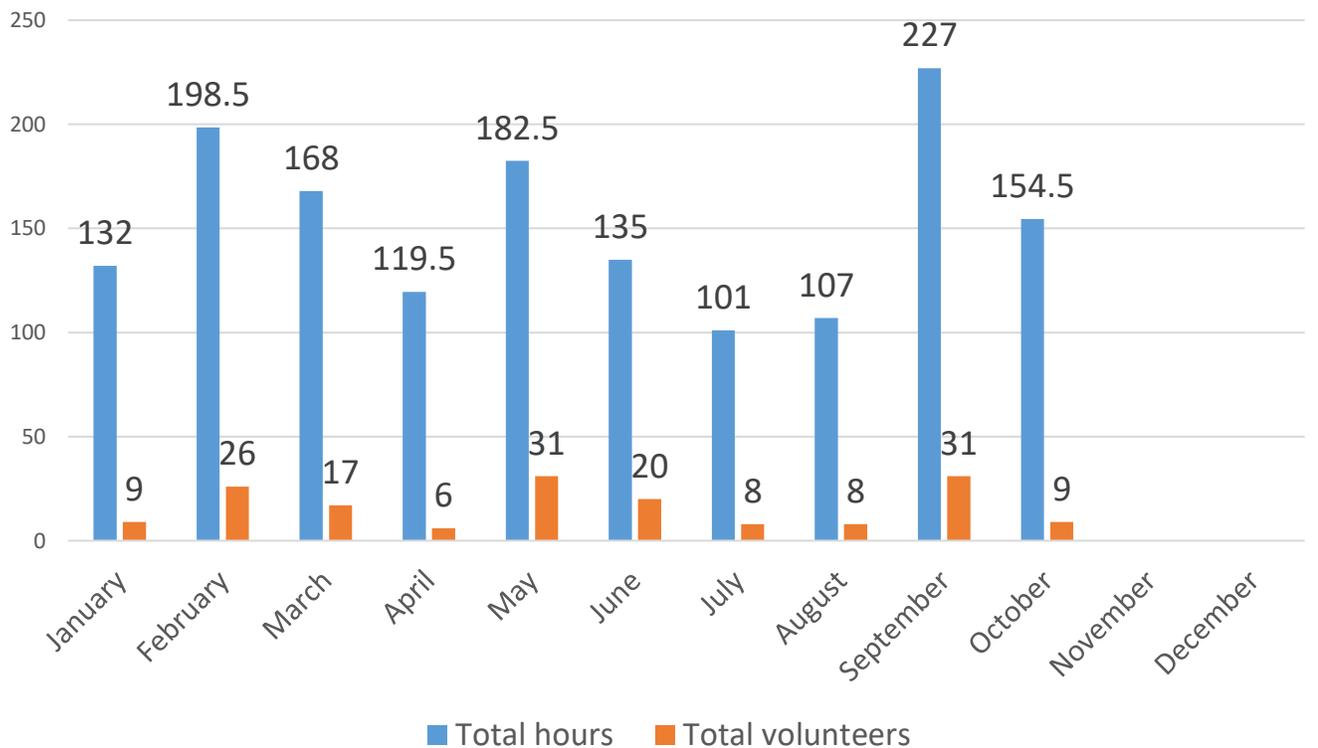


Library Card Sponsorship Program
 Number of cards issued FY 2024-25 – 0

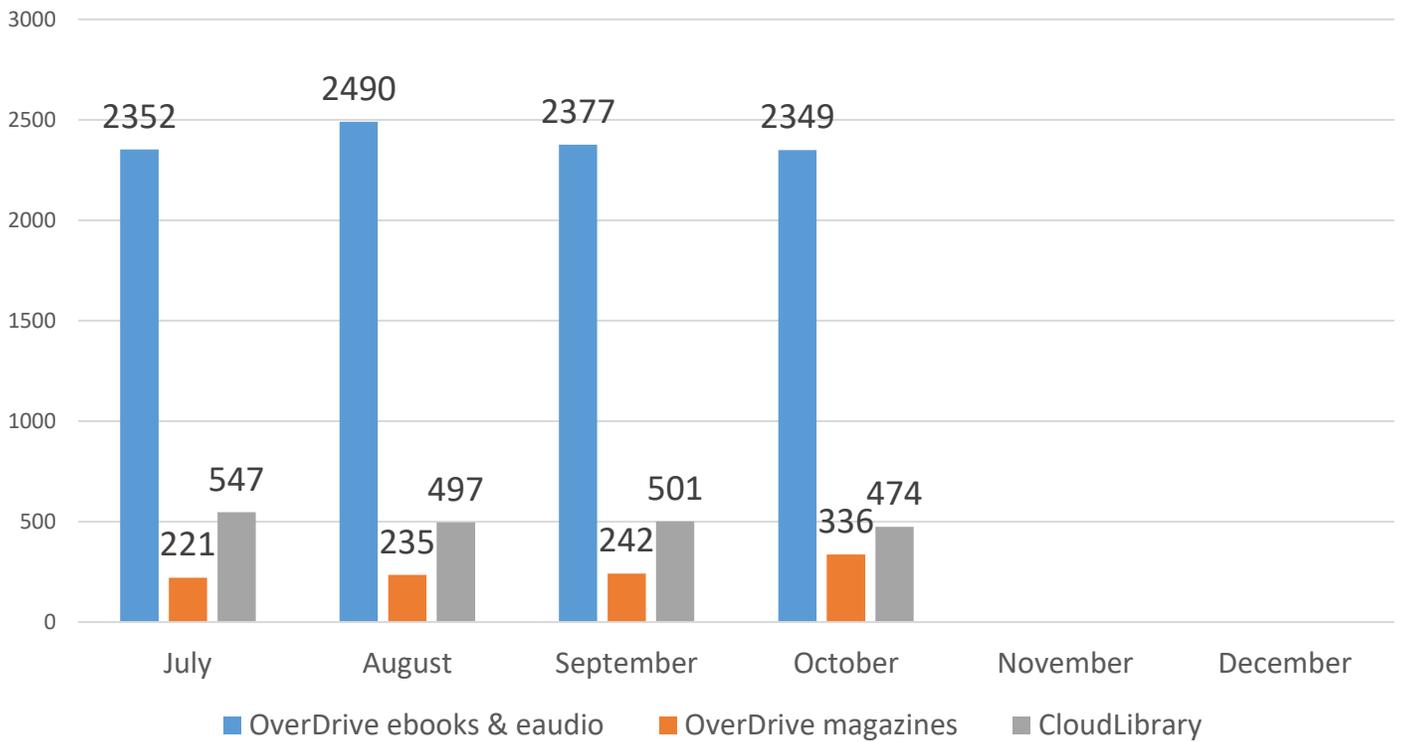
Volunteer Contribution - Library



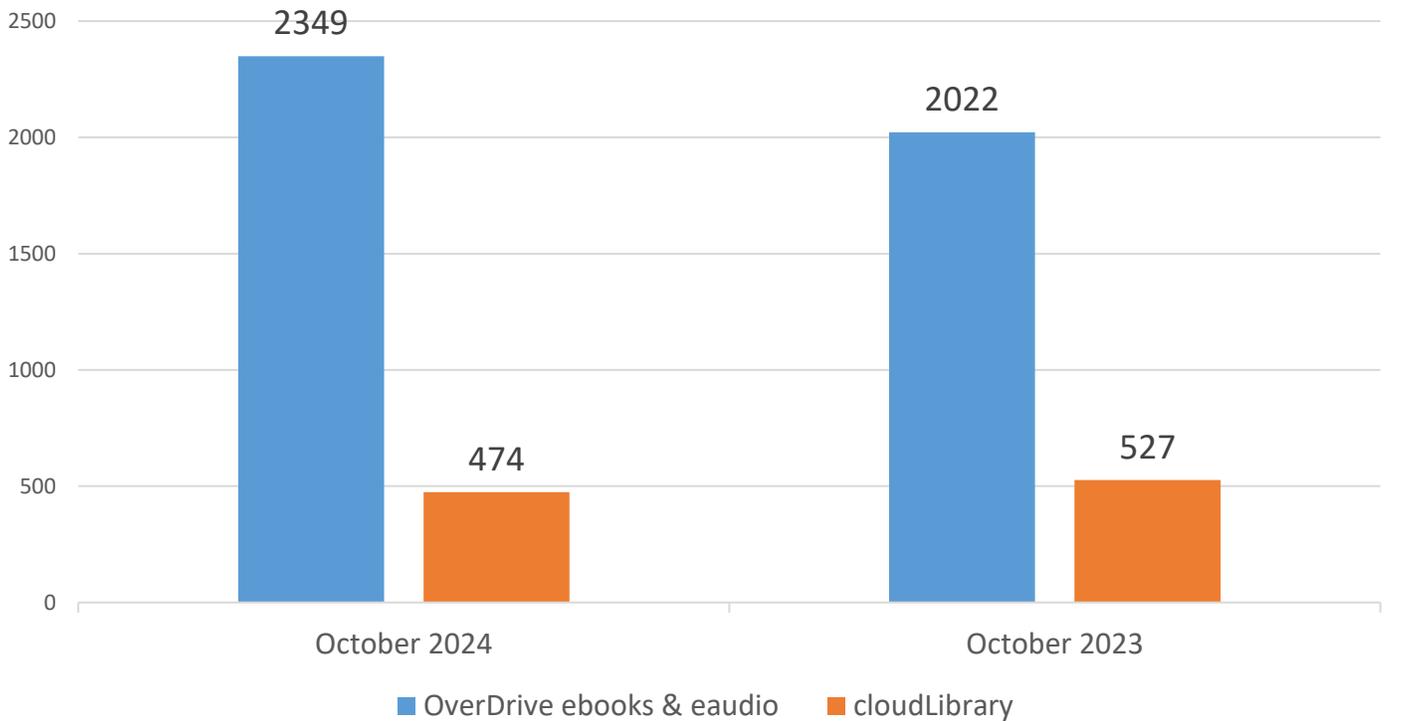
Volunteer Contribution - Friends of the Library



Electronic Materials Checkouts



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/2/2024	Storytime - Dolly Parton	33	x		
10/9/2024	Storytime	37	x		
10/10/2024	Storytime	9	x		
10/15/2024	Lapsit Storytime	3	x		
10/16/2024	Storytime	41	x		
10/17/2024	Storytime	17	x		
10/23/2024	Storytime	34	x		
10/24/2024	storytime	7	x		
10/30/2024	storytime	33	x		
10/31/2024	storytime	15	x		
	TOTAL	229			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/10/2024	Artist-Maud Lewis	0	x		
10/17/2024	Lego - Monsters	15	x		
10/24/2024	STEAM- 3D pens	17	x		
10/31/2024	Halloween crafts	12	x		
	TOTAL	44			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/2/2024	Teen Crafting - Pumpkins	7	x		
10/8/2024	Horizons-Pumpkins	16	x		
10/16/2024	Teen Volunteering	0	x		
	TOTAL	23			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/8/2024	Online Book Group	8			x
10/24/2024	Silent Book Group	6	x		
	TOTAL	14			

Live All Ages Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/29/2024	Maker Space	8	x		
10/31/2024	Neewollah	296		x	
	TOTAL	304			

Grab-and-Go Craft Kits					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/1/2024	3D apple	80			
10/15/2024	Tie Dye Book Mark	100			
10/29/2024	Pumpkin head monster	80			
	TOTAL	260			