



4-10-2025

ROSEBURG LIBRARY COMMISSION AGENDA

Tuesday, April 15, 2025
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>	Paige Bentley	Mandy Elder	Francesca Guyer
	Brady McNulty	Shirley Lindell	Marcy Tassano

III. APPROVAL OF MINUTES

A. March 18, 2025

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@roseburgor.gov 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: May 20, 2025

VI. INFORMATIONAL

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

VII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
March 18, 2025**

1. CALL TO ORDER

Vice Chair Elder called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on March 18, 2025, at the 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), Francesca Guyer, Shirley Lindell, Brady McNulty, Marcy Tassano, and Andrea Zielinski (appeared at 4:04 p.m.)

Absent Brady McNulty

Attending Staff Library Director Kris Wiley, City Recorder Amy Nytes, and Management Staff Assistant Grace Jelks

Others Present None

3. APPROVAL OF MINUTES

Commissioner Guyer moved to approve the February 18, 2025, minutes. The motion was seconded by Commissioner Tassano and approved with the following vote: Commissioners Bentley, Elder, Guyer, Lindell, and Tassano voted yes. No Commissioners voted no. The motion passed unanimously.

4. DISCUSSION ITEMS

A. Amend Fee Schedule

Director Wiley reported the Library Commission was asked to consider amending the per-use fees for library meeting room rentals.

Staff proposed increasing the fee in the Ford Room from \$25 to \$50 when the library or Douglas Education Service District was open and from \$75 to \$150 when both entities were closed.

The library recommended no change to the fee for the two multipurpose rooms, which is \$25 per use.

Costs associated with meeting room use include staff time to process registration and payment, technology assistance, ensuring required tables and chairs are available, cleaning the room and restrooms, and answering questions.

Director Wiley shared fee schedules from several meeting room providers in Roseburg, all of which had higher rates than what was being proposed at the library.

Commissioner comments and questions included clarification of the rooms by the bookstacks, total number of rooms, whether fees go to the library, fees that pay for the janitorial staff, purpose of the price increase, penalty for no-shows, and number of rentals last year.

Director Wiley clarified the rooms by the bookstacks are multipurpose rooms and a study room, there are three rooms in the northwest corner of the library, two rooms have technological capabilities that can seat nine people, the multipurpose rooms can be booked ahead of time, changes are recommended for larger spaces, fees go to the General Fund, the library pays half the cost of the janitorial contract with the Douglas ESD, the City pays the utilities and maintenance costs for the library, these are budgeted costs, the last few years we have paid Douglas ESD \$5,000 - \$10,000 because their costs have been more than ours, the increase is to acknowledge there is a significant amount of work involved in making meeting rooms available to the public, there is no penalty for no-shows, and 220 rentals last year brought in approximately \$10,000 in revenue.

Commissioner Guyer moved that the Library Commission forward the proposed meeting room fees to the City Council for their adoption into the City Fees Schedule. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Bentley, Elder, Guyer, Lindell, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

5. AUDIENCE PARTICIPATION

None.

6. BUSINESS FROM THE COMMISSION

Commissioner Tassano spoke about the Friends of the Library Spring book sale, which reached their \$2500 sales goal and received enough donations to Dolly Parton's Imagination Library to support eight children for one year. The next book sale is scheduled for June 5th – 7th. She expressed condolences to Ms. Parton on the recent loss of her husband.

7. NEXT MEETING DATE

Tuesday, April 15, 2025, at 4:00 p.m. This will be a hybrid meeting.

8. INFORMATIONAL

A. Monthly Statistics

Director Wiley reported several data points were down in February compared with January and February 2024. Most significantly, the library issued only 87 new cards last month. This month, the library already has issued 96 new cards.

Public computer use in February was 457, down from 503 in January.

Patrons checked out 9200 items last month. Digital circulation accounted for 34% of checkouts.

Director Wiley thanked the volunteers, who served 333 hours last month. That included 251 hours by Friends of the Library volunteers.

B. Programming

Director Wiley reported The Blind Date with a Book project for adults was well received. The week of Valentine's Day, the library gave away 45 books that were wrapped and teased with clues about their content.

The Letitia Carson exhibit from the Oregon Black Pioneers planned to go live in early April, and OBP was scheduled to present a complementary program on May 15.

Youth programs with Youth Services Librarian Aurora Ropp continued through the week of April 15.

Visit the library's events calendar on our website at www.roseburgpubliclibrary.org for all events. The library also posts events on Facebook and advertises them in the weekly newsletter.

The Summer Reading Program begins June 1 and continues through August 23. There will be activities and prizes for all ages. The webpage with details will go live in mid-May.

Commissioner comments and questions included how long the Letitia Carson exhibit will last.

Director Wiley clarified the exhibit will last two months.

C. Grants Update

Director Wiley reported the library received a \$2,000 grant from the Douglas County Cultural Coalition for Summer Reading Program special performers.

D. Other

Director Wiley reported the library will be closed Wednesday, April 23. All staff will attend the Oregon Library Association Conference in Eugene for de-escalation training.

Commissioner comments and questions included clarification of what the training is and whether it is just for libraries.

Director Wiley clarified the de-escalation training is to learn how to deal with difficult and unusual situations, using new strategies, it is being presented to library staff on the first day of the conference.

9. ADJOURNMENT

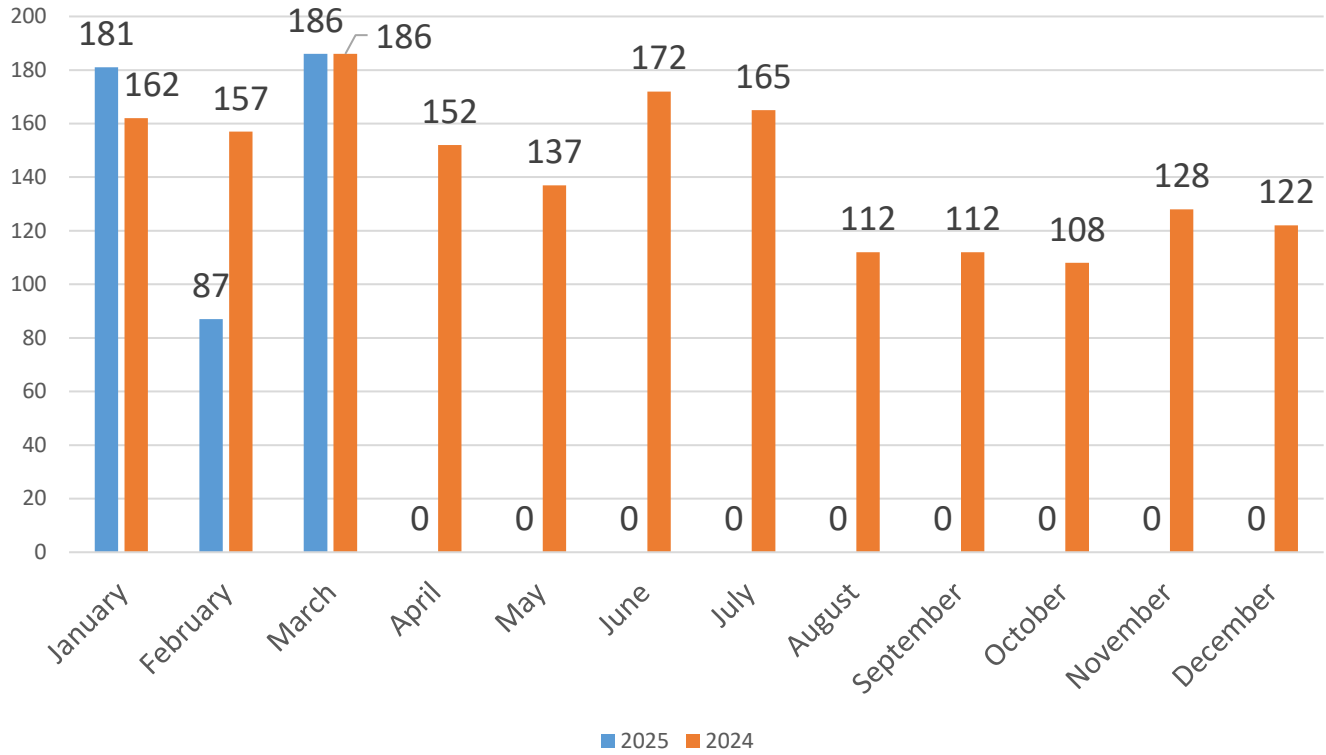
The Roseburg Library Commission meeting adjourned at 4:24 p.m.

Respectfully submitted,

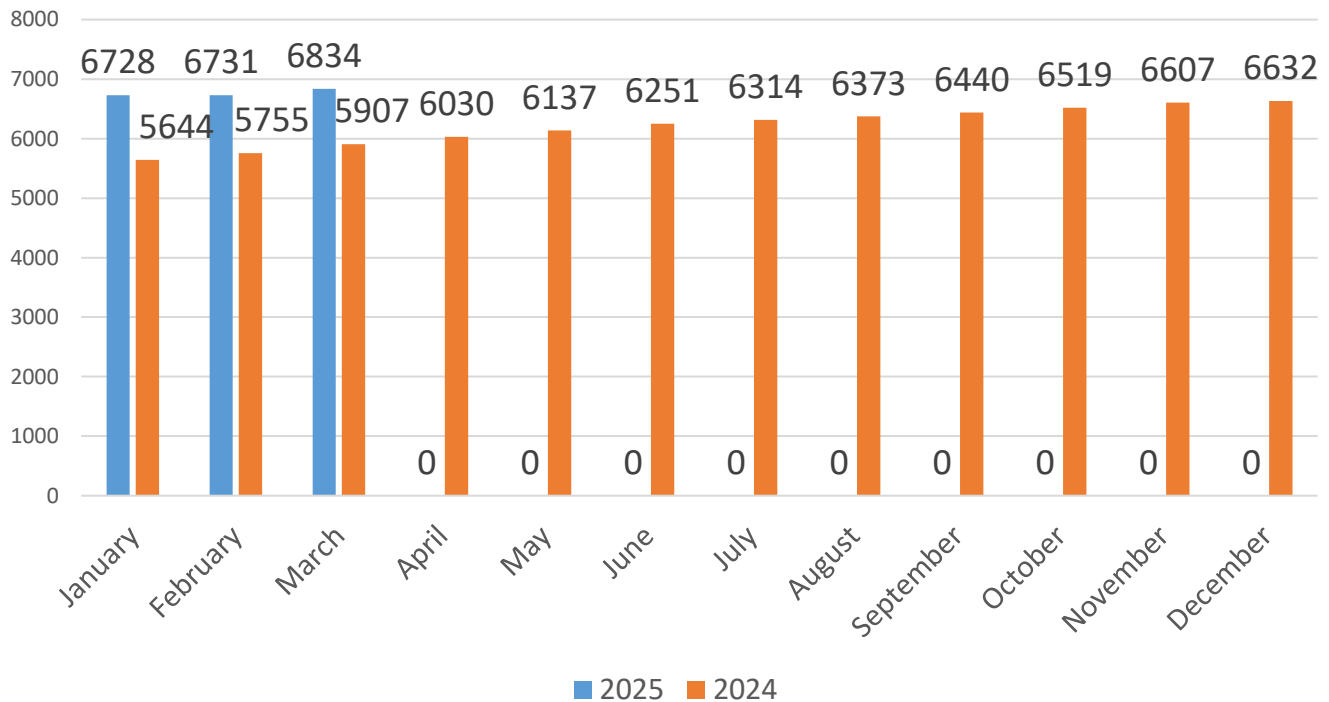
Grace Jelks

Management Staff Assistant

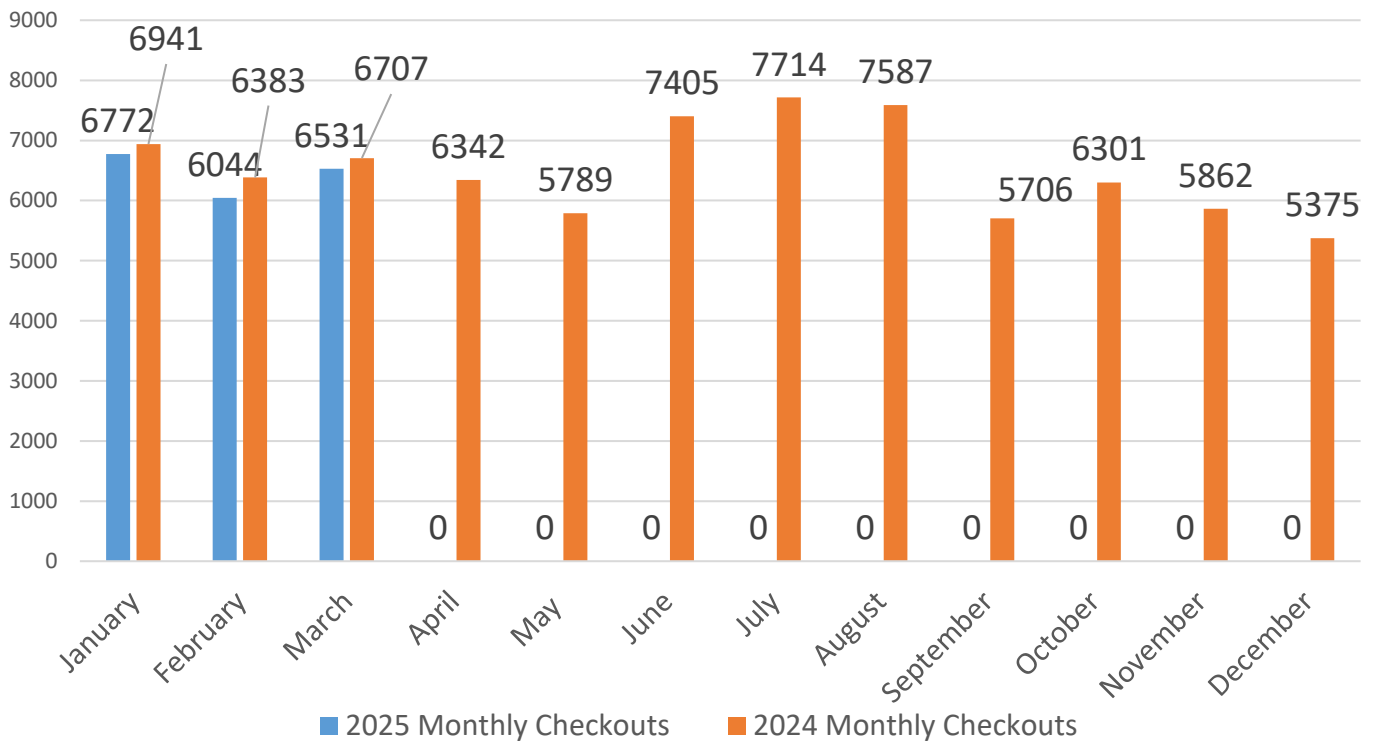
New Users



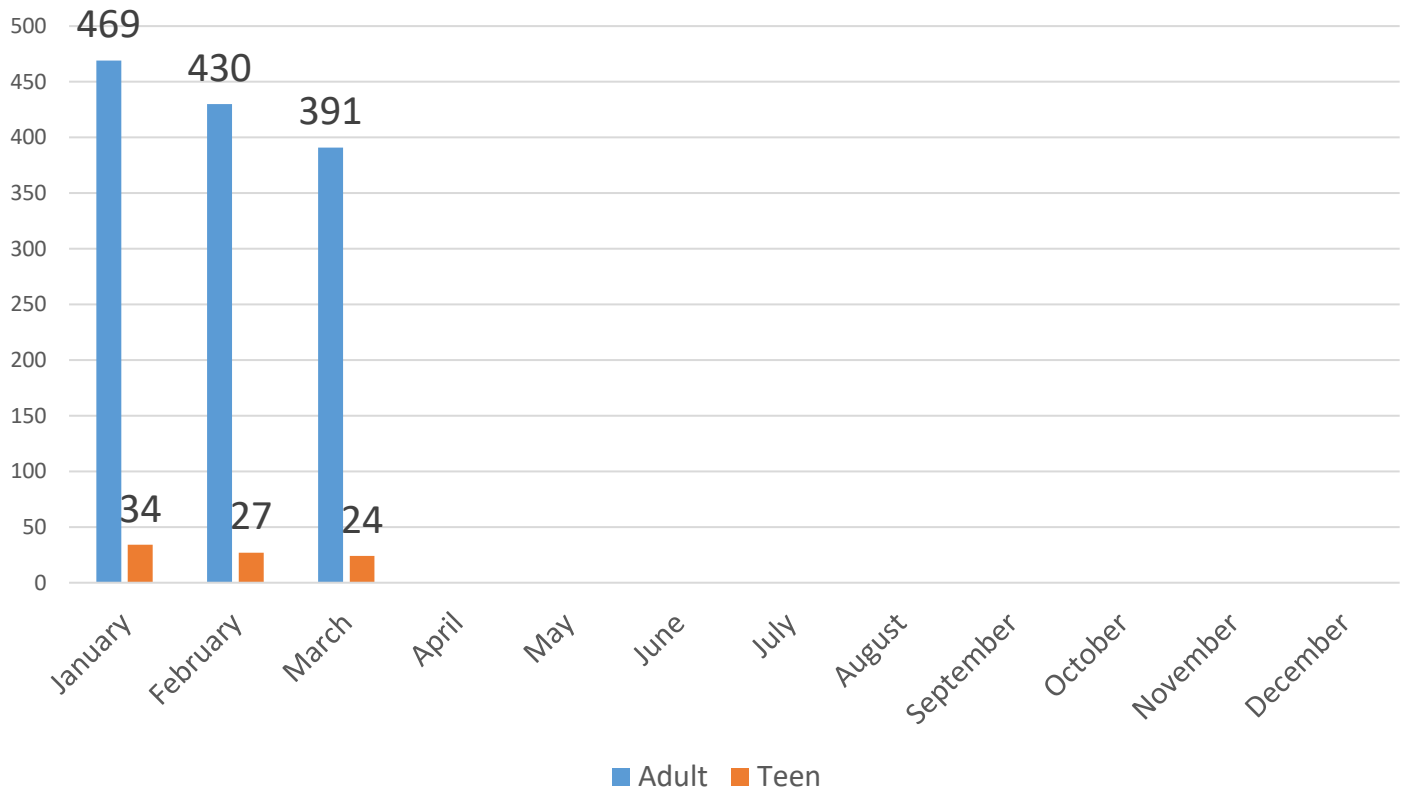
Total Active Users Monthly Comparison



Physical Materials Checkouts



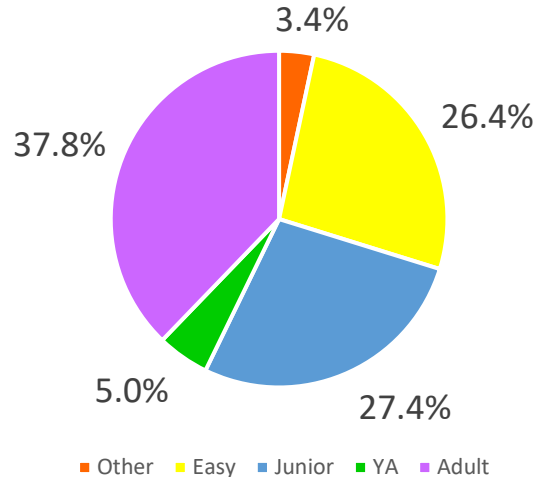
Public Computer Use



04/15/2025

		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	3.4%	26.4%	27.4%	5.0%	37.8%
2 - Adult Audiobook	111	219	1727	1790	327	2468
3 - Adult DVDs	359					
4 - Adult Fiction	893					
5 - Adult Graphic Novel	10					
6 - Adult Nonfiction	489					
7 - Board Book	169					
8 - Children's CD Book	9					
9 - Children's Audiobook	46					
10 - Children's DVD	148					
11 - Children's Graphic Novel	0					
12 - Children's Reference	0					
14 - Equipment	1					
16 - Fantasy	29					
17 - Other Language F/NF	10					
19 - Junior Fiction	761					
20 - Junior Graphic Novel	392					
21 - Junior Nonfiction	443					
22 - Large Print	143					
23 - Magazine	15					
25 - Mystery	463					
30 - Oversize	0					
34 - Picture Book	1058					
35 - Prof Collection	43					
36 - Reader	448					
37 - Reference	1					
39 - Science Fiction	69					
42 - Western	44					
44 - Young Adult Audiobook	10					
45 - Young Adult DVD	52					
46 - Young Adult Fiction	124					
47 - Young Adult Graphic Novel	125					
48 - Young Adult Nonfiction	16					
OTAP	5					
Off Site	0					
None/On-the-fly	45					
TOTAL	6531					

**March Circulation
by Material Type**

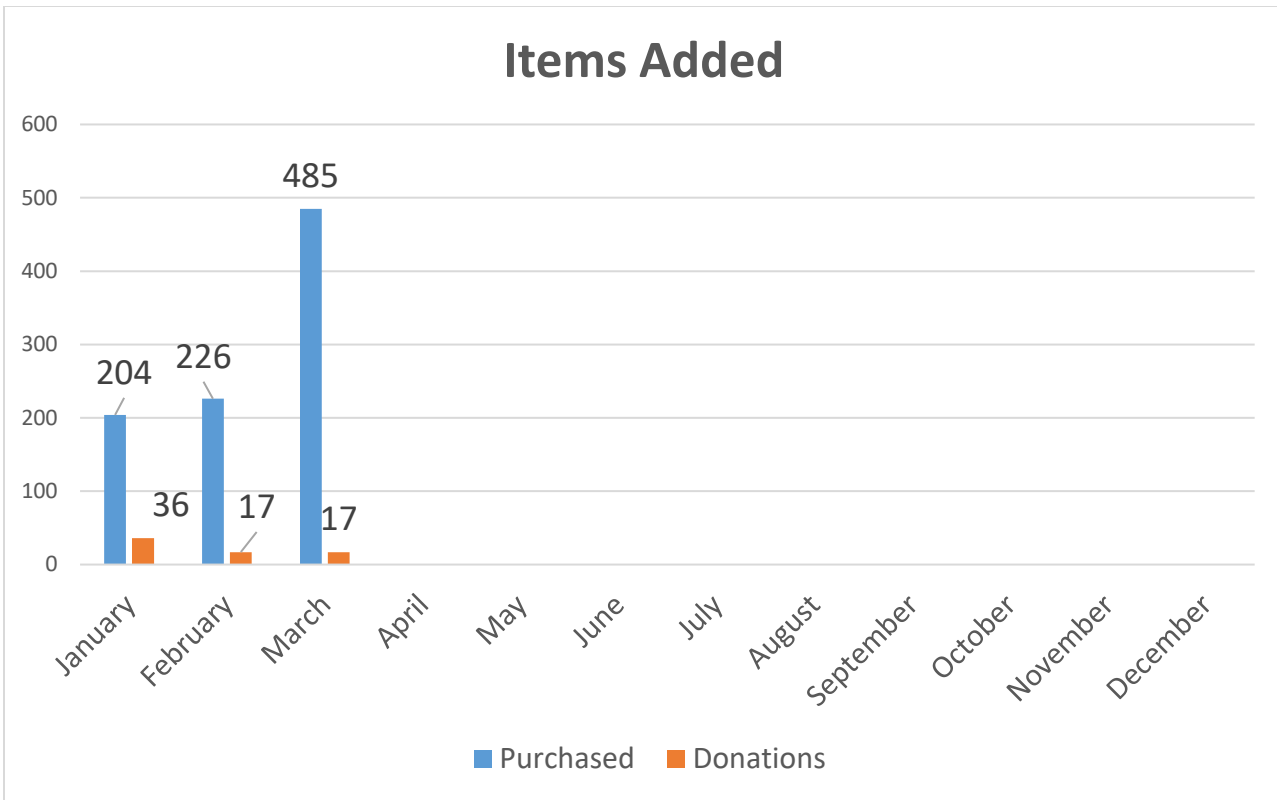


NEW Items Snapshot - April 3, 2025

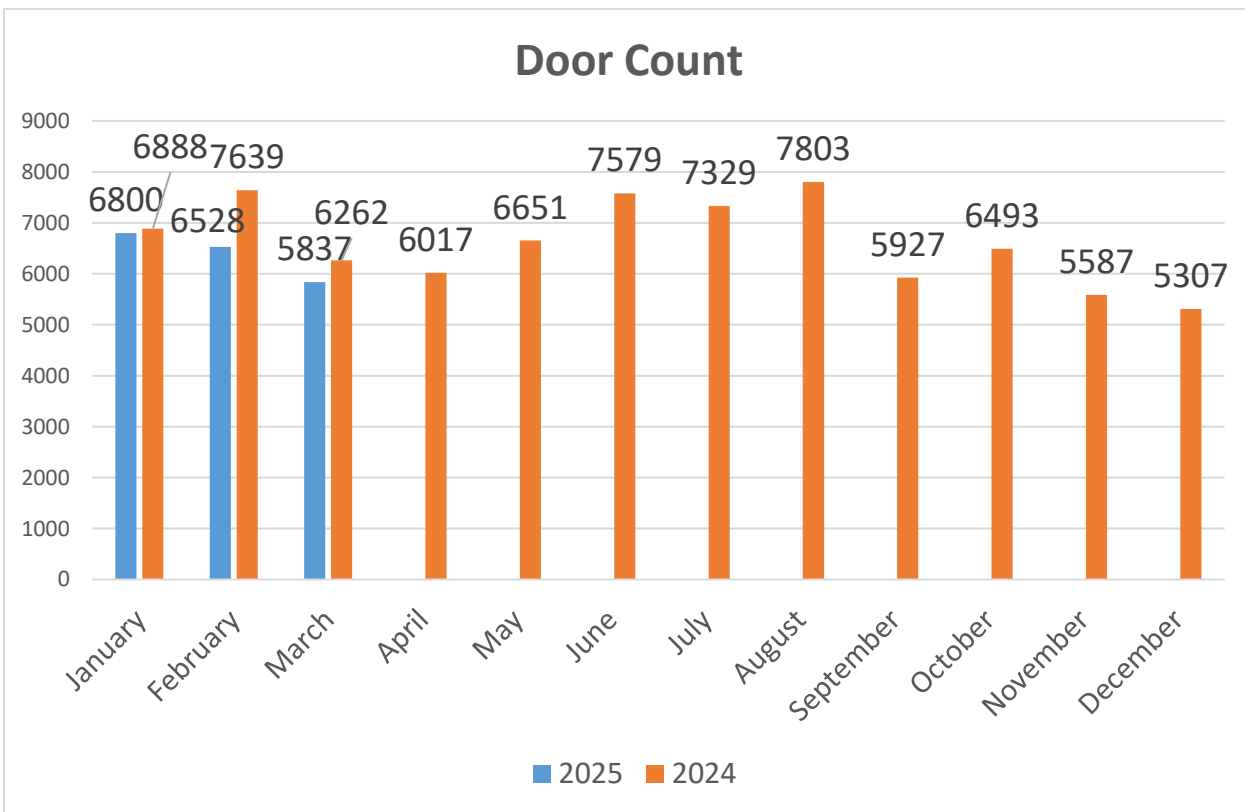
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4270	957	22.41%
Picture Books	698	163	23.35%
Adult Fiction	699	252	36.05%
Junior Fiction	435	60	13.79%
YA Fiction	240	22	9.17%

Circulation Snapshot - April 2, 2025

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	3	0	0	0
2 - Adult Audiobook	1687	2.1	125	7.4
3 - Adult DVDs	1840	2.3	122	6.6
4 - Adult Fiction	13589	17.1	795	5.9
5 - Adult Graphic Novel	375	0.5	8	2.1
6 - Adult Nonfiction	13687	17.2	666	4.9
7 - Board Book	700	0.9	166	23.7
8 - Children's CD Book	105	0.1	11	10.5
9 - Children's Audiobook	680	0.9	48	7.1
10 - Children's DVD	876	1.1	125	14.3
11 - Children's Graphic Novel	5	0	2	40
12 - Children's Reference	177	0.2	2	1.1
14 - Equipment	12	0	1	8.3
16 - Fantasy	263	0.3	33	12.5
17 - Other Language F/NF	1217	1.5	21	1.7
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5897	7.4	861	14.6
20 - Junior Graphic Novel	1733	2.2	384	22.2
21 - Junior Nonfiction	6548	8.2	488	7.5
22 - Large Print	1551	1.9	145	9.3
23 - Magazine	3720	4.7	12	0.3
25 - Mystery	6166	7.7	350	5.7
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	6361	8	1070	16.8
35 - Prof Collection	312	0.4	51	16.3
36 - Reader	2199	2.8	484	22
37 - Reference	518	0.7	3	0.6
39 - Science Fiction	1317	1.7	70	5.3
42 - Western	783	1	31	4
44 - Young Adult Audiobook	292	0.4	10	3.4
45 - Young Adult DVD	442	0.6	40	9
46 - Young Adult Fiction	3415	4.3	226	6.6
47 - Young Adult Graphic Novel	1657	2.1	227	13.7
48 - Young Adult Nonfiction	947	1.2	46	4.9
49 - Young Adult Reference	0	0	0	0
50 - OTAP	442	0.6	32	7.2
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	79570		6655	8.4

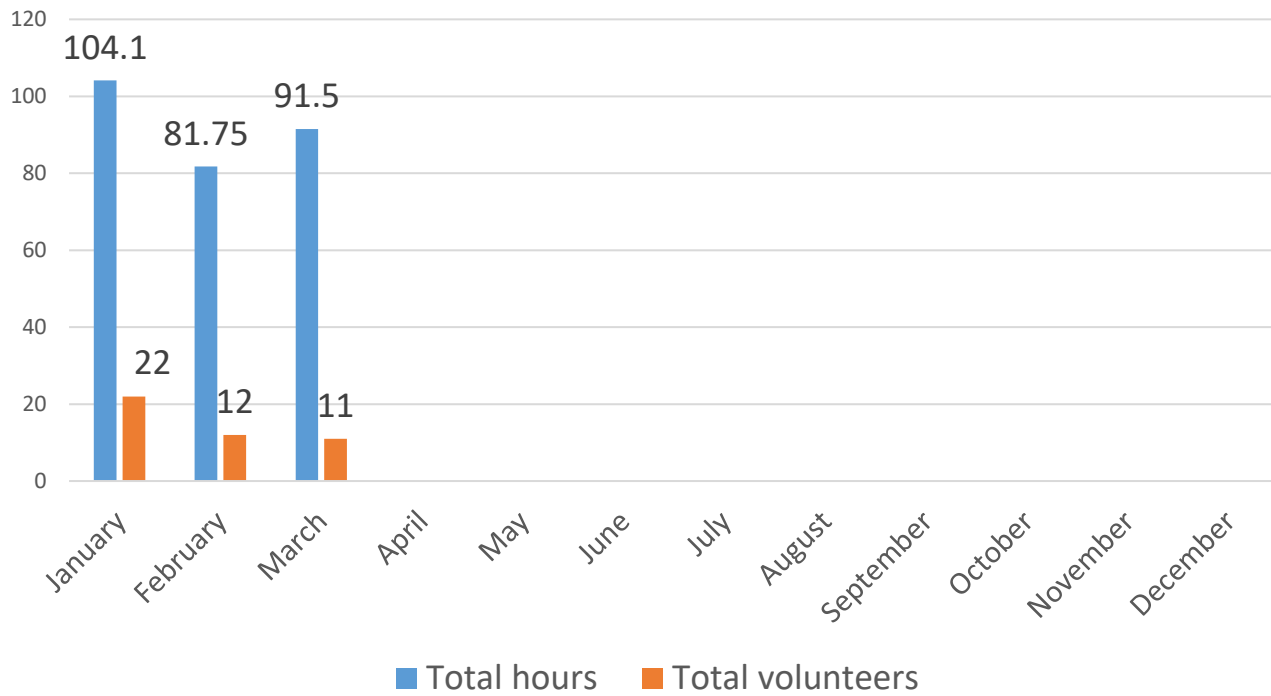


Total value added to collection
March 2025 - \$11,043.27

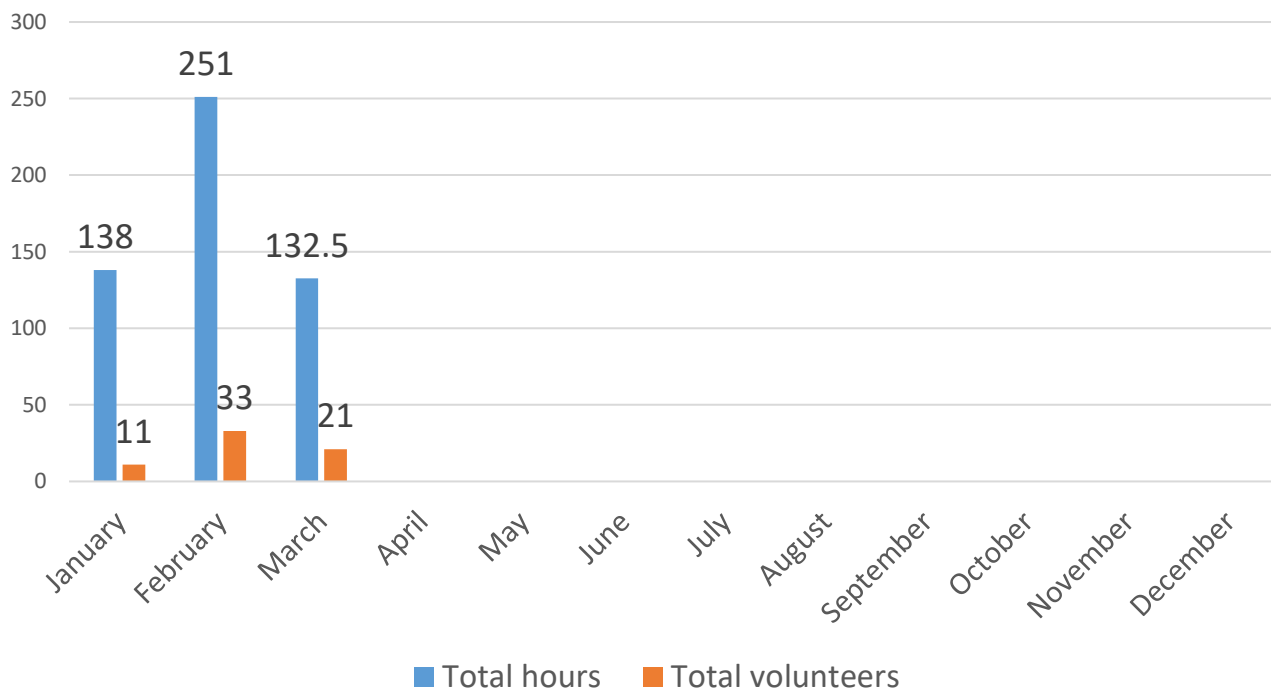


Library Card Sponsorship Program
Number of cards issued FY 2024-25 – 0

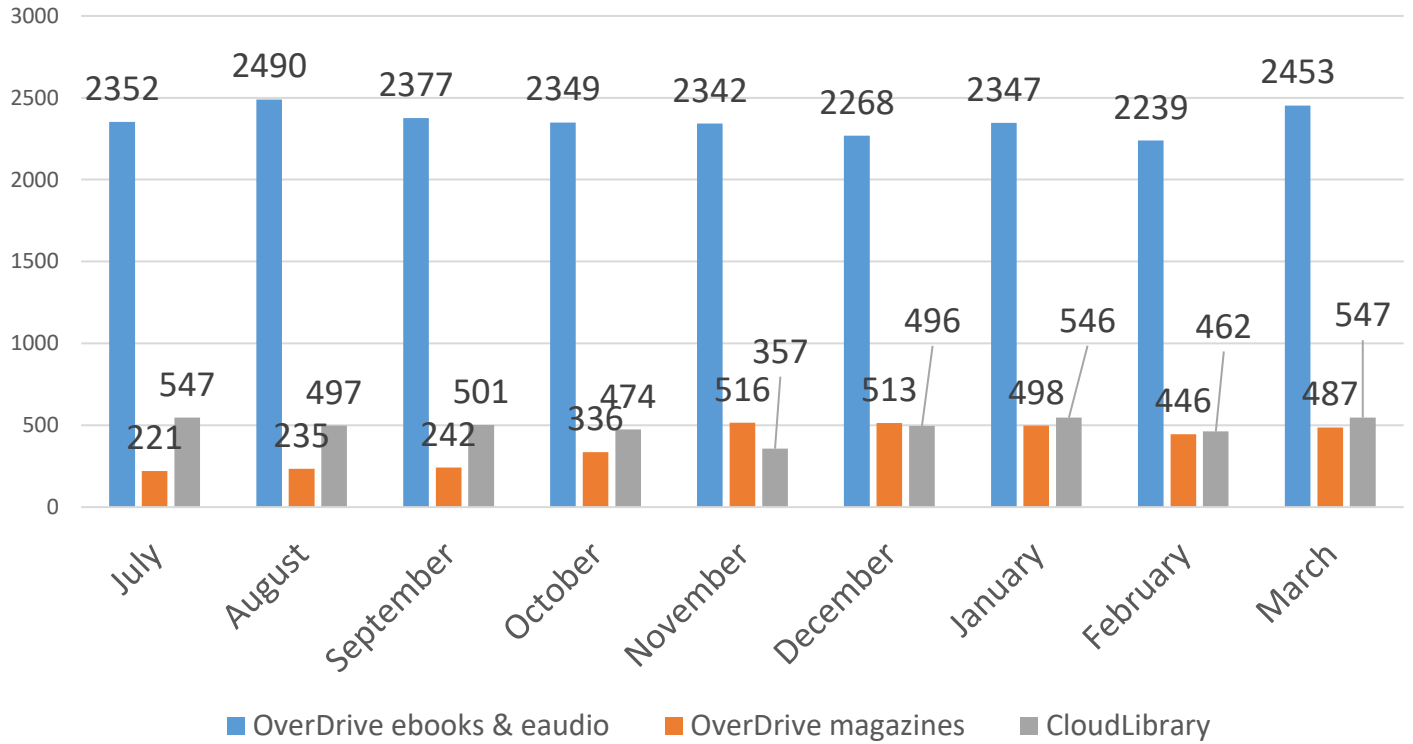
Volunteer Contribution - Library



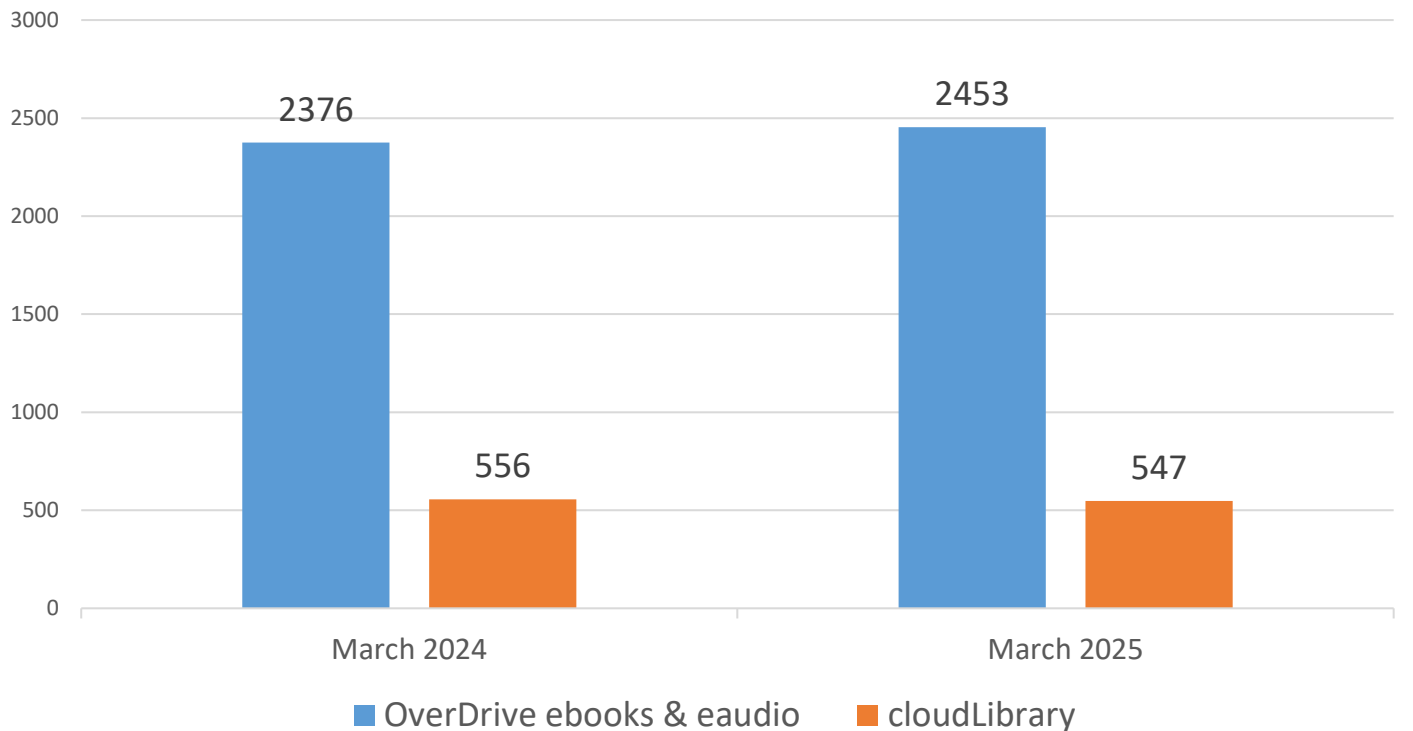
Volunteer Contribution - Friends of the Library



Electronic Materials Checkouts



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
3/5/2025	storytime	41	x		
3/6/2025	storytime	14	x		
3/12/2025	storytime	41	x		
3/13/2025	storytime	19	x		
3/18/2025	Lapsit Storytime	9	x		
3/19/2025	storytime	49	x		
3/20/2025	storytime	13	x		
3/26/2025	storytime	35	x		
3/27/2025	storytime	20	x		
	TOTAL	241			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
3/4/2025	Fir Grove 2nd grade	44	x		
3/7/2025	Arist- Seurat	20	x		
3/13/2025	Lego - Flower	7	x		
3/20/2025	STEAM-Insects	28	x		
3/27/2025	Crafts- Bunny portrait & Eggs& lolipop flower& perler bead	21	x		
	TOTAL	120			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
3/5/2025	Teen- reed baskets	6	x		
3/11/2025	Horizons-Weave Cotton Coasters	13	x		
3/19/2025	Teen Volunteering	1	x		
	TOTAL	20			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
3/11/2025	Online Book Group	7			x
3/27/2025	Silent Book Group	5	x		
	TOTAL	12			

Live All Ages Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
3/15/2025	Community Baby Shower Event	110		x	
3/25/2025	Maker Space	15	x		
	TOTAL	125			

Grab-and-Go Craft Kits					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
3/8/2025	ThriveUmpquaSeuss-Fox	150			
3/11/2025	Wood Stand up Flowers	96			
3/25/2025	Button strawberries	100			
	TOTAL	346			