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**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, FEBRUARY 15, 2022**

**4:00 P.M. Regular Meeting
Electronic Meeting**

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:

Chair: Andrea Zielinski

Commissioners: Marcy Tassano
Theresa Lundy

Mandy Elder
Kelly Peter

Francesca Guyer
Juliet Rutter

III. APPROVAL OF MINUTES

A. January 18, 2022

AUDIENCE PARTICIPATION — Comments 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 Tuesday, February 15, 2022**. 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: March 15, 2022

VI. INFORMATIONAL

- A. Strategic Plan Report
- B. Monthly Statistics
- C. Programming
- D. Staffing Update
- E. Grants Update

VII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
January 18, 2022**

CALL TO ORDER:

Chair Andrea Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:00 p.m. on January 18, 2022, electronically via Zoom in Roseburg, Oregon.

ROLL CALL:

Present: Chair Andrea Zielinski and Commissioners Mandy Elder, Marcy Tassano, Theresa Lundy, Francesca Guyer (4:03 p.m.), Kelly Peter and Juliet Rutter

Absent: None

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Ropp, Assistant City Manager/City Recorder Amy Sowa and Management Staff Assistant Autumn David

Others Present: None

APPROVAL OF MINUTES:

Commissioner Lundy moved to approve the November 16, 2021, minutes. The motion was seconded by Commissioner Peter and approved with the following vote: Chair Zielinski and Commissioners Elder, Tassano, Lundy, Peter and Rutter voted yes. No one voted no.

BUSINESS FROM THE COMMISSION:

Commissioner Tassano reported the Friends of the Library book sale held in December earned \$1500; combined with bookstore sales and Amazon online sales, the Friends donated more than \$2800 to the library. They also received several generous donations from the community for Dolly Parton's Imagination Library and one donation that passed through the Friends directly to the library.

Commissioner Tassano shared that the Friends of the Library has an opening for a volunteer to join their Amazon sales team. The volunteer for this position is expected to check daily for book sales, prepare items for shipping, deliver them to the post office and maintain records.

NEXT MEETING DATE:

Tuesday, February 15, 2022, at 4:00 p.m.

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics and noted that checkouts of electronic materials remain consistent while checkouts of physical materials are increasing. Staff issued 101 new library cards in December, which was the most since July 2021. More than 200 people used the public computers last month, which was similar to the numbers from last summer.

Anecdotally, Director Wiley stated more patrons are using the computers in January, and there always have been stations available.

Winter Reading Program

Director Wiley reported that the Winter Reading Program concluded on January 15. The deadline for adults to submit a reading log is January 20, and winners will be randomly drawn to receive four gift cards to downtown businesses.

Librarian Ropp reported 139 book reviews were submitted for the children's Winter Reading Program that concluded on January 15. There are 15 different prizes available and will be distributed this week. Staff continued to prepare and distribute weekly craft kits throughout the Winter Reading Program. Craft kits were distributed during book pickup and delivered by staff to the Boys & Girls Club, Cow Creek Band of Umpqua Tribe of Indians after-school program, and the YMCA.

Programming

Director Wiley commended Ms. Rathe for her work on spring programming. Some examples of upcoming programs include the Rajneeshpuram presentation next week, a presentation with Michael Baughman, author of "An Old Man Remembering Birds," a program about fish in the area, and a sustainability program. Programs are posted to the library website at www.roseburgpubliclibrary.org.

Director Wiley reported that the "American Tapestry" program hosted by author Pat Sherman had 10 people watch live. The following week, 30 more people viewed the video for at least one minute. She added that once the library resumes in-person programming, a hybrid type virtual/in-person model is expected; staff is looking at upgrading the Ford Room to accommodate that.

Librarian Ropp reported online storytimes continue to feature storytimes with her every Wednesday, Spanish storytimes with Julie Masner every second and fourth Thursday, and musical storytime with Dr. Mark Breckenridge the last Saturday of the month. Planning has begun for the Summer Reading Program. They have contacted their first performer and have a tentative date set. She is hopeful the pandemic will improve and allow for live performances and in-person programming. Craft kits will continue throughout the Summer Reading Program. In response to Commissioner Tassano, Librarian Ropp stated the theme for the Summer Reading Program is "Read Beyond the Beaten Path." Director Wiley added that the Summer Reading Program would be in partnership with the City of Roseburg Parks and Recreation.

Staffing Update

Director Wiley reported that Circulation Supervisor Liz Hendershott left City employment, and Library Aide David Gallagher was promoted to the Circulation Supervisor position. The Human Resources Department is managing the recruitment process for a 10-hour-per-week Library Aide position; applications were due last Friday.

Grants Update

Director Wiley reported the library was not awarded a grant from the Coquille Indian Tribe for early literacy kits. Ready to Read funding was received from the State Library of Oregon, which

02/15/2022

will be used to hire a temporary employee for the Summer Reading Program. A request was submitted to the Douglas County Cultural Coalition to fund two storywalks and programs for the Summer Reading Program. Staff expended all of the funding from the K-12 Summer Learning Grant provided by the Oregon Community Foundation; the final component was the van wrap that was installed by FX Designs.

In response to Commissioner Tassano, Director Wiley reported the library mural was installed mid-December. She added that pictures do not do it justice and invited all to come in and take a look.

In response to Commissioner Elder, Director Wiley stated the Friends of the Library typically receive about three Amazon book sales each week. When a sale occurs, an email notice is sent regarding the sale. The Friends then have 2-3 days to prepare the item for shipping and take it to the post office.

In response to Commissioner Peter, Director Wiley stated the book drop was damaged. City of Roseburg Public Works crew repaired the box, and it is operational.

ADJOURNMENT:

The meeting adjourned at 4:19 p.m. The next meeting is scheduled for Tuesday, February 15, 2022, at 4:00 p.m.

Respectfully submitted,

Autumn David

Autumn David, Management Staff Assistant

2021-2025 Strategic Plan Outline of Goals

Collection development education and awareness: The library's collection of books, DVDs, and audiobooks is ever evolving, with the goal of providing popular and current titles to readers of all interests, levels, and ages. Keeping the community aware of Roseburg Public Library's collection development goals is vital, as is listening to our patrons' collection development feedback.

1. Regular community engagement and feedback:
 - a. Post a monthly, quick question around the library: examples include asking for patron feedback on preferred genres, authors, booklists they are interested in, etc. **Implementation: 2021 and ongoing.**
Year 1 update: Not implemented in 2021. Staff plans to implement in 2022.
 - b. Post monthly prompts to the community via the library's social media platforms, which closely resemble the question(s) posted around the library. **Implementation: 2021 and ongoing.**
Year 1 update: Not implemented in 2021. Staff plans to implement in 2022.
 - c. Include a semi-regular question with Kris's newspaper articles with the News Review; again, these questions will be similar to those posted on other platforms. **Implementation: 2021 and ongoing.**
Year 1 update: Implemented and ongoing.
2. Practice transparency in collection development goals and decisions:
 - a. Write newspaper articles twice a year on collection development, including outlining RPL's specific goals with collection development. **Implementation: 2021 and ongoing.**
Year 1 update: Implemented and ongoing.
 - b. Review the collection development policy once a year, to ensure day-to-day goals with collection development align with stated goals within the policy. This review will be done with the Library Commission. **Implementation: 2022.**
Year 1 update: Updated in 2021 to include electronic resources.
 - c. Regularly post on social media about additions to the collection, newly curated booklists, underappreciated parts of the collection, and more. **Implementation: 2021 and ongoing.**
Year 1 update: Implemented and ongoing.
3. Increase awareness of collections that represent underserved communities:
 - a. Conduct a collection diversity survey to ensure that diverse perspectives are being appropriately represented in our youth and adult collection. **Implementation: 2025.**
 - b. Regular social media posts highlighting diverse collections, including additions to the collection, new booklists, etc. **Implementation: 2021 and ongoing.**
Year 1 update: Implemented and ongoing.
 - c. Curate and update booklists quarterly that focus on promoting diverse

perspectives, authors, and stories from our catalog. **Implementation: 2023 and ongoing.**

- d. Make connections with the local Cow Creek Band of Umpqua Tribe of Indians to potentially promote their education centers and bibliographies, and promote these resources through newspaper articles, social media, etc. **Implementation: begin outreach in the spring with summer reading, 2021 and ongoing.**

Year 1 update: Staff has connected with the Cow Creek Band of Umpqua Tribe of Indians to deliver grab-and-go craft kits to the tribal office. Staff has inquired about public programming partnership opportunities.

Create opportunities for lifelong learning: The library serves as a unique setting for lifelong learning, especially by providing educational opportunities for all ages. Opportunities include computer classes, informative and fun STEAM programming, and learning about other cultures and perspectives.

4. Retain young readers as they mature:
 - a. Host monthly tween programs, with particular emphasis on educational programs in a relaxed setting. Reach out to middle school libraries and the Douglas County Boys and Girls Club to supplement existing programs and resources. **Implementation: 2022 and ongoing.**
Year 1 update: Developed partnership with Boys and Girls Club to deliver grab-and-go craft kits.
 - b. Provide a short survey for program participants in order to gather feedback on engagement, interest in future programs, etc. **Implementation: 2022 and ongoing.**
5. Bridge the digital divide:
 - a. Add a section to the collection development policy regarding electronic resources. **Implementation: 2023.**
Year 1 update: Completed in 2021.
 - b. Advertise access to databases provided by the State Library of Oregon on social media, articles, and other platforms. **Implementation: 2022 and ongoing.**
Year 1 update: Implemented in 2021 and ongoing.
 - c. Create and teach a free basic computer skills class curriculum for adults. Each class will be held at least once a month. **Implementation: 2021 and ongoing.**
 - i. Reach out to local organizations and groups that would be interested in free computer skills classes for initial feedback on what specific skills to emphasize in the curriculum. **Implementation: 2021.**
Year 1 update: Curricula for three basic computer classes were created by the RARE AmeriCorps participant in 2021 and finalized by the UCAN AmeriCorps participant in 2022. Staff will not proceed until the library returns to in-person programming.
 - d. Host monthly or twice monthly “Tech Time” walk-in opportunities for patrons to get individualized technology assistance. **Implementation: 2022 and ongoing.**
Year 1 update: Because of the pandemic, deferring implementation to 2023.
 - e. Establish a volunteer-run desk at the front to focus on providing as-needed technical help, including printing services and library computer use. Staff will step in for volunteers as needed. **Implementation: 2022 and ongoing.**
Year 1 update: Because of the pandemic, deferring implementation to 2023.
6. Increase educational opportunities for all ages:
 - a. Strengthen partnerships with schools, such as through class field trips to the library, cross-promotion of programs and opportunities, and advertising relevant library resources to the schools (for example, the teacher library card system). **Implementation: contact schools annually to arrange tours starting in the fall, reach out to schools about summer reading in the spring, 2022 and ongoing.**

Year 1 update: Youth services librarian regularly provides programming information to school media specialist at Roseburg Public Schools. Staff visited two elementary schools and one junior high school for six weeks in summer 2021 to promote the Summer Reading Program.

- b. Develop a robust educational programming schedule for youth and adults, including inviting subject experts to come to the library to speak or conduct a workshop four times a year. **Implementation: plan programs in the early fall and spring, run programs throughout the following months, 2022 and ongoing.**
Year 1 update: Implemented in 2021 and ongoing.

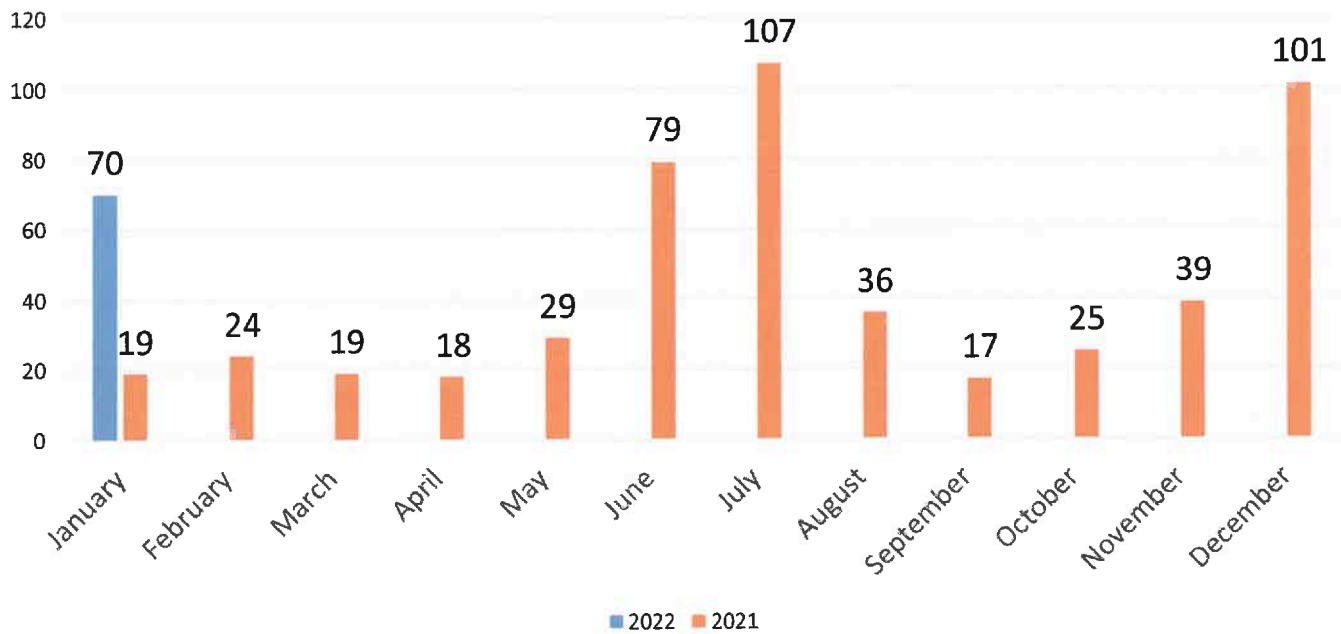
Enhance community outreach and awareness: The library is more than just a physical building, and often serves as a mechanism for community connections and engagement. Outreach is a particularly powerful method of bringing a community together. Outreach not only makes the library's services and materials more accessible, it also gives a voice to underserved and underrepresented groups within the community.

1. Work with local nursing homes and senior living facilities to expand the homebound program:
 - a. Analyze the homebound program for effectiveness, and the potential for using this model on expanding to other parts of the community, such as with HADCO locations. **Implementation: 2023.**
2. Foster community book groups:
 - a. Work with Blue Zones to start a monthly walking book group. **Implementation: 2024.**
 - b. Explore grant opportunities for ordering book club kits. **Implementation: 2024.**
3. Bolster communications and avenues for information sharing:
 - a. Distribute a communications survey once every five years to find out how the community gathers information and news. **Implementation: 2024.**
 - b. Review the library's social media platforms twice a year to assure that we are maximizing their potential according to community interests and staff capacity. **Implementation: 2024.**
4. Connect community groups and expand library services beyond the confines of the building:
 - a. Participate in outreach events at least four times a year, such as at the Umpqua Farmers' Market and Music on the Half Shell. **Implementation: 2022 and ongoing.**
Year 1 update: Because of the pandemic, deferring implementation to 2023.
5. Increase outreach to underserved communities.
 - a. Host workshops and/or programs in Spanish twice a year, working with local community influencers in the Latinx community to help with promotion and program design. **Implementation: 2022 and ongoing.**
 - b. Strengthen partnerships with the Cow Creek Band of Umpqua Tribe of Indians in order to host workshops and/or programs centered on Native American history, culture, events, and more twice a year. **Implementation: 2022 and ongoing.**
 - c. Explore opportunities to support English as a Second Language (ESL) learners. Working to supplement the local school system's existing ESL resources. **Implementation: 2023.**

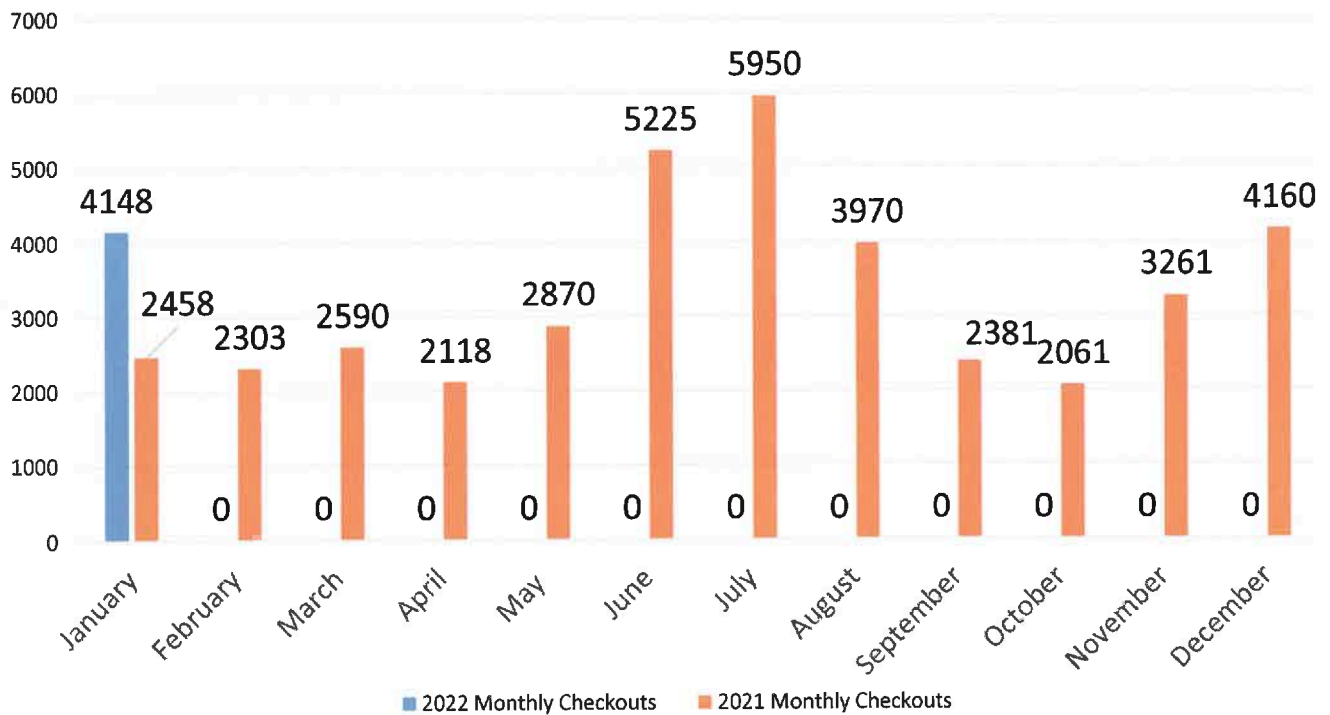
Explore opportunities for long-range, enhanced funding: A library's capacity, programming, and access to resources goes beyond the passion of its staff, volunteers and patrons. Regular funding is an essential component of a library's functioning, which can be supplemented with grants and donations.

1. Assess funding sourced by grants
 - a. Create a plan outlining grant opportunities and year-long grant application timeline, to document what grants are available and when applications are open. **Implementation: 2025.**
 - b. Assess the budget to see what areas are most impacted by grant funding, and analyze what areas need more funding, in order to set clear goals with grant opportunities in the future. **Implementation: 2025.**
 - c. Create a standard document to be referenced for future grant applications, in order to make grant applications less time consuming, and potentially allowing other staff members to write grants as well. **Implementation: 2025.**
2. Review with city manager potential opportunities for enhanced funding in the next five years. **Implementation: 2023.**

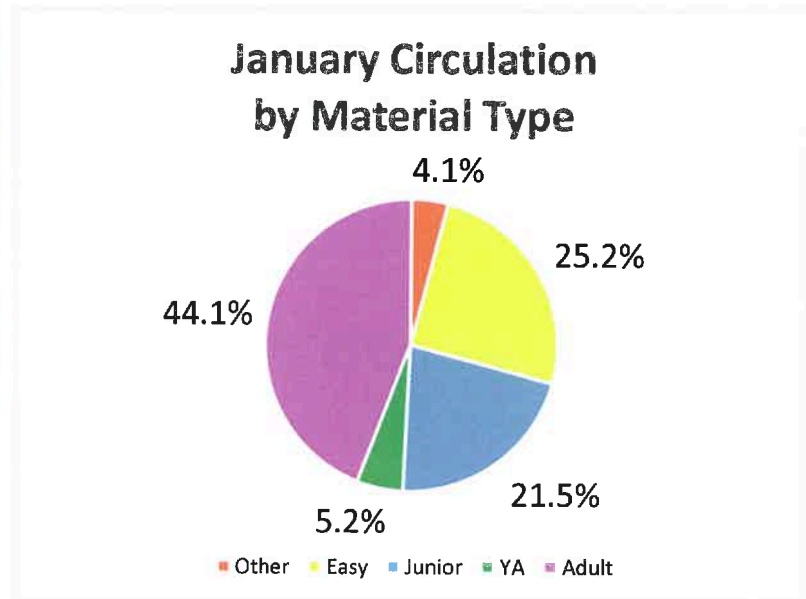
New Users Monthly Comparison



Physical Materials Checkouts



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	4.1%	25.2%	21.5%	5.2%	44.1%
2 - Adult Audiobook	80	168	1044	891	215	1830
3 - Adult DVDs	128					
4 - Adult Fiction	643					
5 - Adult Graphic Novel	6					
6 - Adult Nonfiction	393					
7 - Board Book	141					
8 - Children's CD Book	16					
9 - Children's Audiobook	14					
10 - Children's DVD	51					
11 - Children's Graphic Novel	0					
12 - Children's Reference	0					
16 - Fantasy	17					
17 - Foreign Language F/NF	15					
19 - Junior Fiction	433					
20 - Junior Graphic Novel	133					
21 - Junior Nonfiction	260					
22 - Large Print	122					
23 - Magazine	6					
25 - Mystery	512					
30 - Oversize	0					
34 - Picture Book	631					
35 - Prof Collection	22					
36 - Reader	234					
37 - Reference	0					
39 - Science Fiction	27					
42 - Western	24					
44 - Young Adult Audiobook	7					
45 - Young Adult DVD	40					
46 - Young Adult Fiction	69					
47 - Young Adult Graphic Novel	79					
48 - Young Adult Nonfiction	20					
OTAP	0					
Off Site	0					
None/On-the-fly	25					
TOTAL	4148					



NEW Items Snapshot - February 1, 2022

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3875	633	16.34%
Picture Books	510	91	17.84%
Adult Fiction	828	173	20.89%
Junior Fiction	319	24	7.52%
YA Fiction	160	7	4.38%

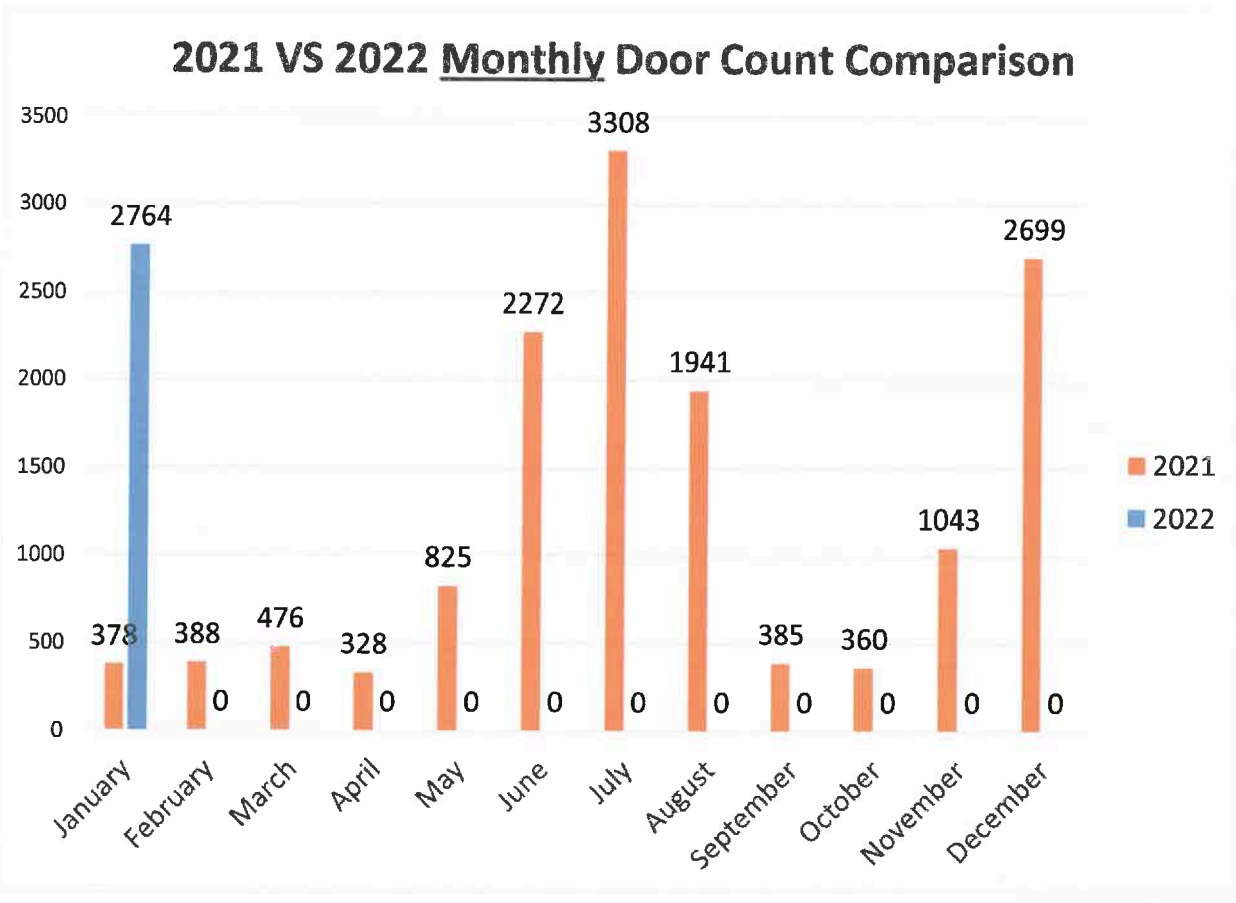
Circulation Snapshot - February 1, 2022

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1737	2.2	51	2.9
3 - Adult DVDs	2073	2.6	63	3
4 - Adult Fiction	14459	18.2	508	3.5
5 - Adult Graphic Novel	368	0.5	11	3
6 - Adult Nonfiction	15883	20	454	2.9
7 - Board Book	541	0.7	110	20.3
8 - Children's CD Book	114	0.1	13	11.4
9 - Children's Audiobook	643	0.8	26	4
10 - Children's DVD	749	0.9	32	4.3
11 - Children's Graphic Novel	6	0	2	33.3
12 - Children's Reference	178	0.2	0	0
14 - Equipment	9	0	0	0
16 - Fantasy	181	0.2	18	9.9
17 - Foreign Language F/NF	783	1	21	2.7
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4787	6	489	10.2
20 - Junior Graphic Novel	1104	1.4	104	9.4
21 - Junior Nonfiction	8603	10.8	259	3
22 - Large Print	1798	2.3	146	8.1
23 - Magazine	3164	4	8	0.3
25 - Mystery	6146	7.7	382	6.2
27 - Newspaper	6	0	0	0
30 - Oversize	52	0.1	1	1.9
34 - Picture Book	5099	6.4	536	10.5
35 - Prof Collection	322	0.4	26	8.1
36 - Reader	2040	2.6	227	11.1
37 - Reference	510	0.6	0	0
39 - Science Fiction	1307	1.6	35	2.7
42 - Western	809	1	13	1.6
44 - Young Adult Audiobook	282	0.4	6	2.1
45 - Young Adult DVD	389	0.5	11	2.8
46 - Young Adult Fiction	3013	3.8	166	5.5
47 - Young Adult Graphic Novel	1196	1.5	93	7.8
48 - Young Adult Nonfiction	880	1.1	26	3
49 - Young Adult Reference	0	0	0	0
50 - OTAP	293	0.4	23	7.8
51 - Off Site	1	0	0	0
Total	79552		3860	4.9

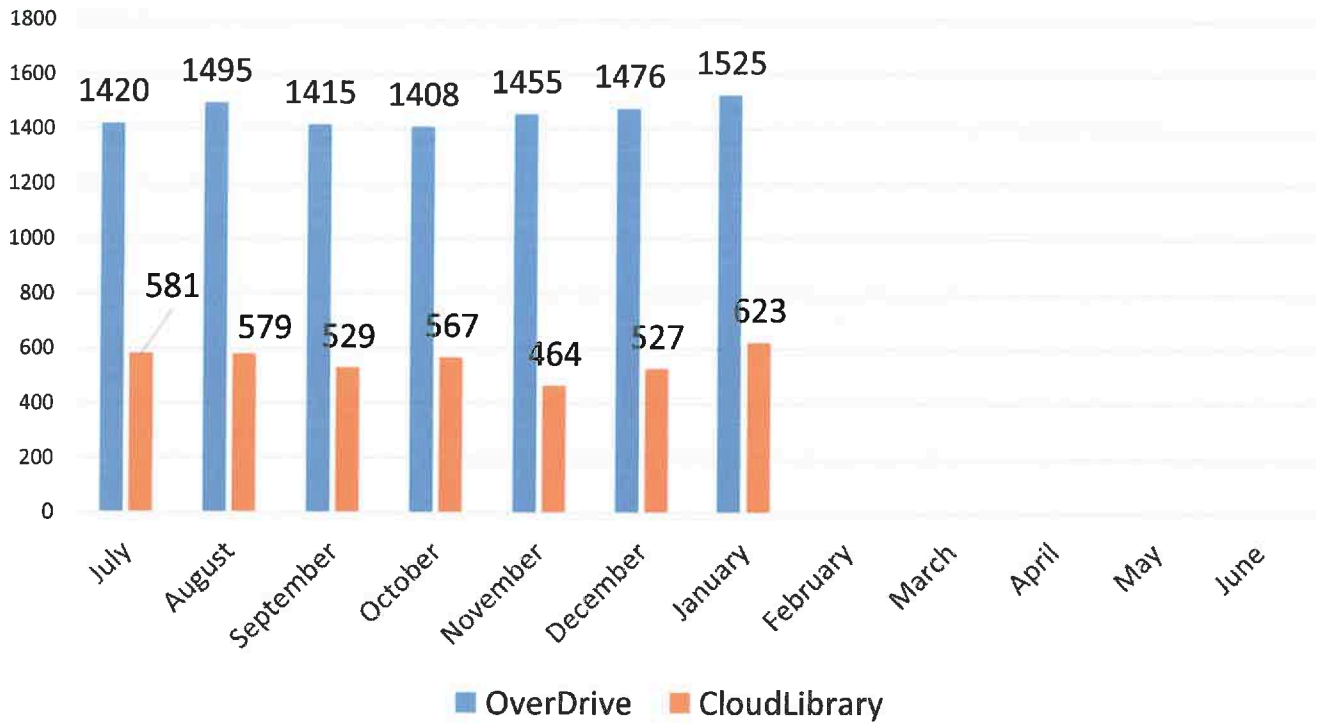
Library Card Sponsorship Program
Number of cards issued FY 2021-2022 – 42



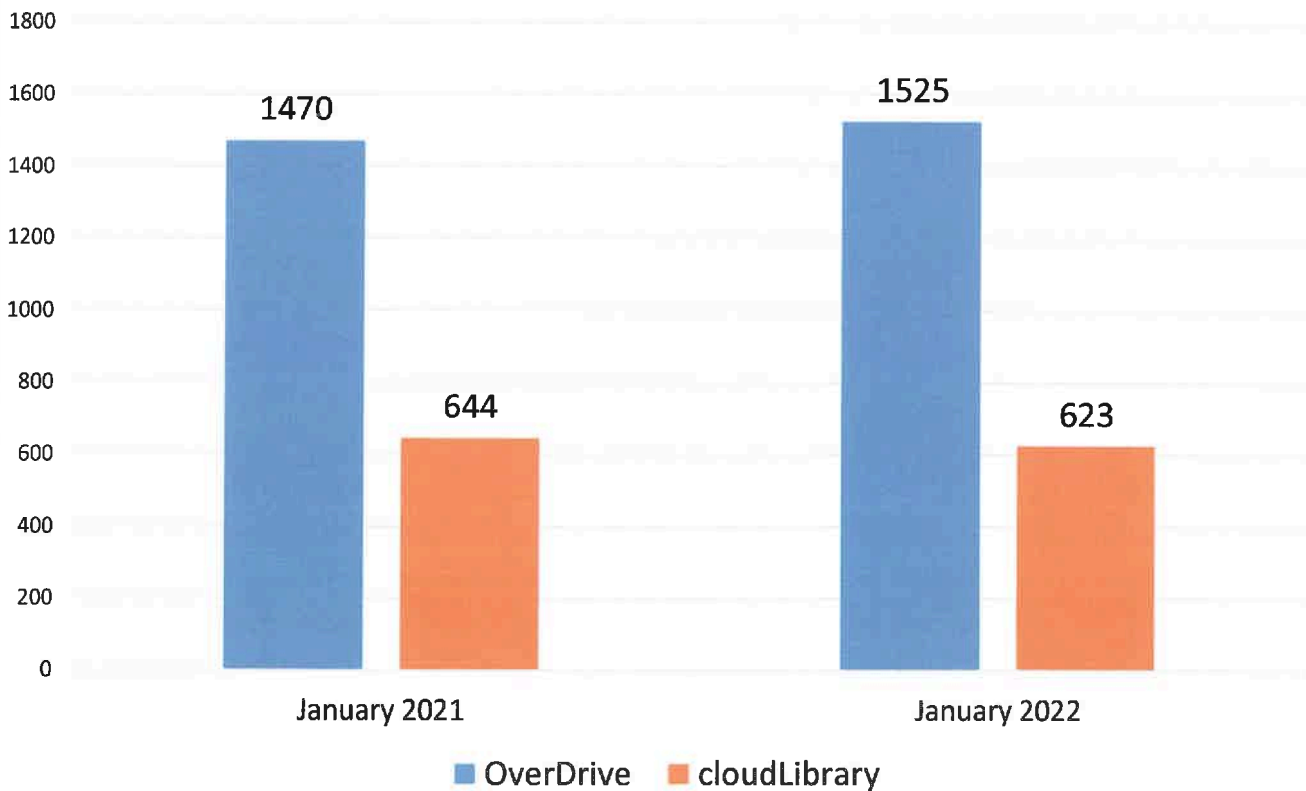
Total value added to collection
January 2022 - \$8577.00

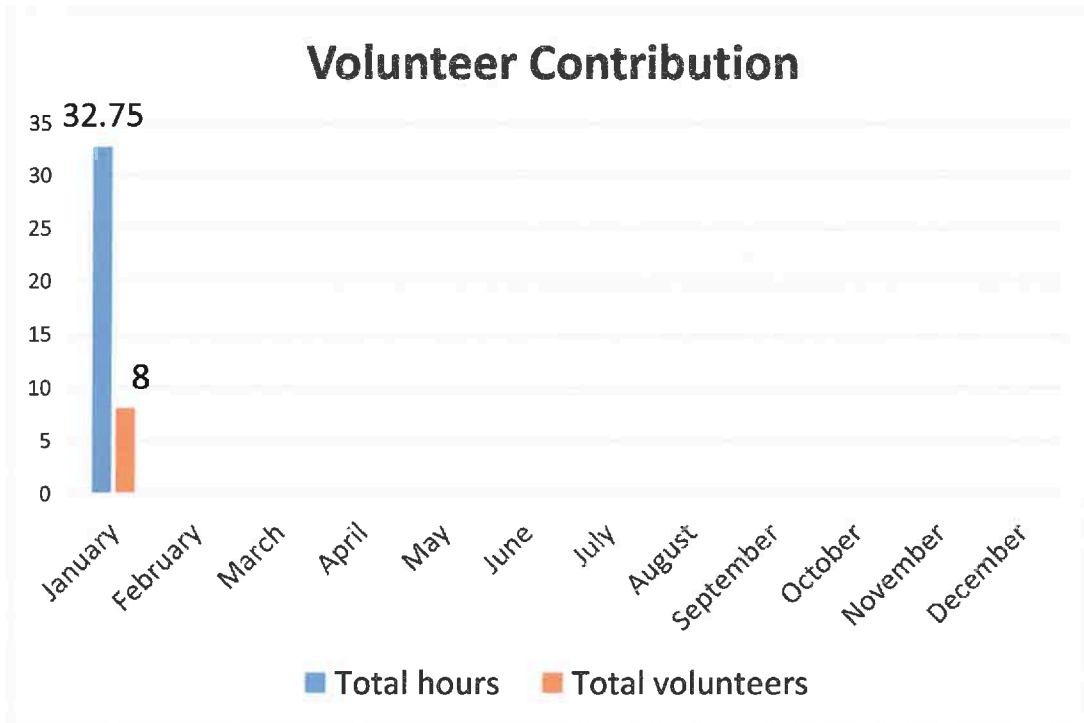


FY 2021-2022 OverDrive & cloudLibrary Circulation



Ebooks Monthly Comparison





Live Adult Programs

Date	Program Name	Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
1/6/2022	Author Pat Sherman	10			x
1/25/2022	Online Book Group	5			x
	TOTAL	15			

All recorded programs; includes all ages. This includes livestreamed events that remain on Facebook for future viewing. Attendance is 1-minute views after 7 days.

Date	Program Name	Attendance; 1-minute views after 7 days
1/5/2022	Storytime	4
1/6/2022	Author Pat Sherman	30
1/12/2022	Storytime	2
1/13/2022	Spanish Storytime	14
1/19/2022	Storytime	7
1/26/2022	Storytime	6
1/29/2022	Musical Storytime	33
	TOTAL	96