



ROSEBURG LIBRARY COMMISSION AGENDA
Tuesday, June 18, 2024

4-13-2024

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:

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

III. APPROVAL OF MINUTES

A. May 21, 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: July 16, 2024

VI. INFORMATIONAL

- A. Library Use Assessment Report
- B. Monthly Statistics
- C. Summer Reading Program
- D. Staffing Update
- E. Grants Update

VII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
May 21, 2024**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on May 21, 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 Francesca Guyer (joined at 4:16 via Zoom), Shirley Lindell, Brady McNulty (via Zoom), Marcy Tassano, and Andrea Zielinski

Absent Mandy Elder and Juliet Rutter

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. APPROVAL OF MINUTES

Commissioner Tassano moved to approve the April 16, 2024, minutes. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Lindell, McNulty, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

4. AUDIENCE PARTICIPATION

None.

5. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported that the Friends of the Library book sale begins Thursday, May 30. Setup will take place Wednesday, May 29, 2024, beginning at 2:00 p.m., and volunteers are welcome. There will be approximately 350 boxes of books for the sale. Free books will still be available in the Friends Book Store during the sale.

6. NEXT MEETING DATE

Tuesday, June 18, 2024, at 4:00 p.m. This will be a hybrid meeting.

7. INFORMATIONAL

A. Strategic Plan Update

Director Wiley reported the packet included the annual update of the five-year strategic plan. We completed the third year of the plan in February. The plan continued to be a living document. Staff used it to guide the work we did, and we also learned that some of the plans we set were not feasible or our priorities changed or our potential partners' priorities changed.

Director Wiley stated the library focused on bridging the digital divide. AmeriCorps member Sala implemented free basic computer classes and walk-in one-on-one sessions for patrons. He created basic computer documentation that is available on the library's website for patrons to access or staff to print for patrons.

The library also worked to increase outreach to underserved communities. Youth Services Librarian Ropp implemented monthly programs at Sunshine Park Apartments; the library contracted with Julia Masner to produce Spanish Club twice a month; and the library received a grant to improve the Spanish language collection.

Commissioner comments and questions included the types of Spanish books being requested and demographics in Roseburg.

Director Wiley clarified that books requested in Spanish included Alcoholics Anonymous, a range of self-help books, and Mexican history; patrons also requested books published in Mexico. There is 7 – 8 percent of the local population that identify as Latino. Our Spanish language materials account for less than 1 percent of the collection, which is why we are purchasing Spanish materials.

Librarian Ropp and Director Wiley reported that children's picture books in Spanish have been the most requested type of book, and they are circulating well. Librarian Ropp purchases books for older children, as well.

B. Monthly Statistics

Director Wiley reported the monthly statistics were located in the packet. The library issued 186 library cards in April; the library hosted students, and staff went to Eastwood Elementary to issue cards. The library exceeded 6000 active users. Circulation of physical and digital materials remained status quo. Digital materials accounted for 31 percent of circulation.

Programs for all ages were popular. Youth programming finished their spring session of events in April. Staff attended outreach events at the Farmers Market, Eastwood Elementary, and the First Thursday program with social service providers.

C. Programming

Director Wiley reported the library's Online Book Group continues to meet the second Tuesday of each month at 6:30 p.m. on Zoom. There was an exception in May; the meeting was on May 21. The Silent Book Group meets the last Thursday of each month at 6:30 p.m. at the library.

The library will host local author Kate Newman on Saturday, June 1 at 11 a.m. She will read from and discuss her historical novel "Ripples of Grace: The Journal of Grace Visscher."

AmeriCorps member Sala reported that he attended the STEAM Extravaganza at Umpqua Community College on May 18. The library had a booth where families could learn about the Summer Reading Program and create buttons to earn a stamp for a chance to win a STEAM prize. Two hundred attendees passed by the booth, and many buttons were made. Kids enjoyed the activity and returned to make more buttons, even after receiving a stamp.

AmeriCorps member Sala reported that "tech time" sessions will continue into June and July, taking place on the first Thursday and Friday of each month. These sessions have been highly beneficial for patrons, who have found value in receiving one-on-one assistance to resolve their technology issues with their own devices.

The final resume building class is scheduled for next Tuesday, May 28 from 4 to 5 p.m. Information and flyers about the resume building program have been shared with various organizations, including Douglas Workforce, Umpqua Small Business Development Center, Select EMP Employment Services, the high school librarian, and high school counselors. Two participants have signed up for the class directly via email.

The maker space activities will pause for the Summer Reading Program. The three-year technology plan that AmeriCorps member Sala is producing includes recommendations to purchase user-friendly 3D pens specifically designed for younger children who may find traditional 3D printing challenging. These pens will vary in safety features for different age groups and will be used during maker space events.

Librarian Ropp reported that April included storytimes, Lego group, teen programming, three school visits, and outreach at Eastwood Elementary (May 10). The next week will include outreach at Winchester Elementary and planning for the Summer Reading Program.

D. Summer Reading Programming

Librarian Ropp provided Commissioners with the Summer Reading Program activity flier, reading logs, and book review forms. She reported that summer programs will include story walks Monday through Saturday beginning on June 3rd and ending on August 24th. There will be a new bilingual book. The reading program includes logs and a book review contests to win prizes. The library will provide craft kits, storytimes in the library and Stewart Park, teen activities, Anime Your Way drawing program, and family sessions. Outreach will continue at Lunchbox Express meal sites. Special events will include Harry Potter Day, and volunteers are needed.

Director Wiley provided Commissioners with the Summer Reading Program reading log and book review form for adults. She reported the adult program includes four ways to win prizes: reading books that fit categories on a log; reading at least five books on the log for free books; writing book reviews; and

participating in a monthly challenge. The program is sponsored by the Friends of the Roseburg Public Library.

Director Wiley stated the library's Summer Reading Program webpage will go live by May 26.

E. Staffing Update

Director Wiley reported Circulation Supervisor David Gallagher has resigned his position. She thanked him for his service. The City's Human Resources Department is recruiting to fill the position.

Director Wiley stated the library's budget was preliminarily approved by the City's Budget Committee. This includes a new library aide position at 10 hours per week. We expect to fill the position after the Summer Reading Program.

F. Grants Update

Director Wiley reported the library received a \$15,000 grant from the C. Giles Hunt Charitable Trust for giveaway books to youth during the Summer Reading Program and for physical materials to add to the library collection.

Director Wiley reported she attended a two-day workshop May 15 and 16 at the United States Holocaust Memorial Museum in preparation for the library's six-week Americans and the Holocaust Exhibition.

Commissioner comments and questions included how they chose the recipients for this exhibit.

Director Wiley clarified that they applied for the exhibit, there were numerous smaller communities that applied, and this is the second time it has been offered to libraries across the country.

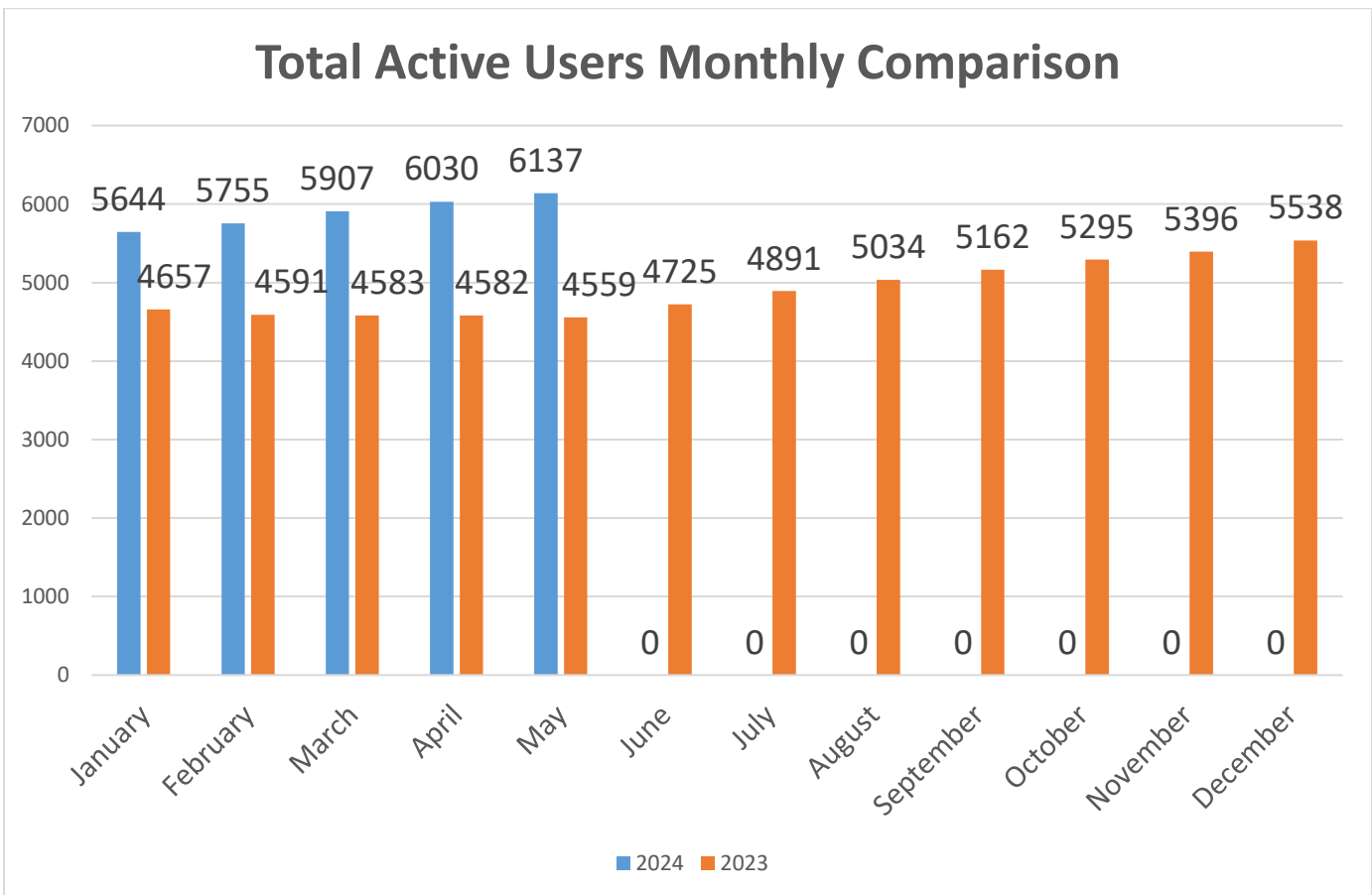
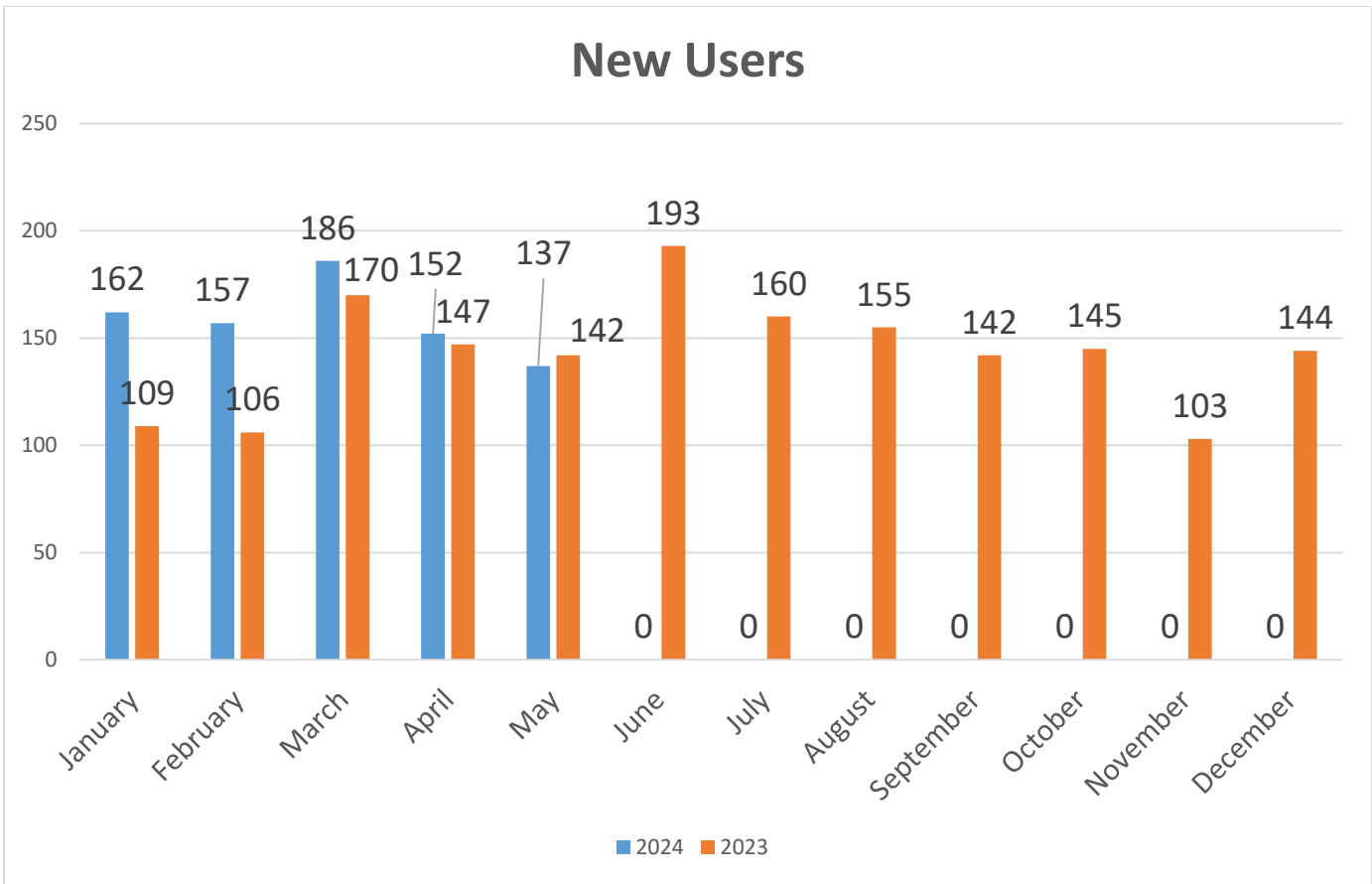
8. ADJOURNMENT

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

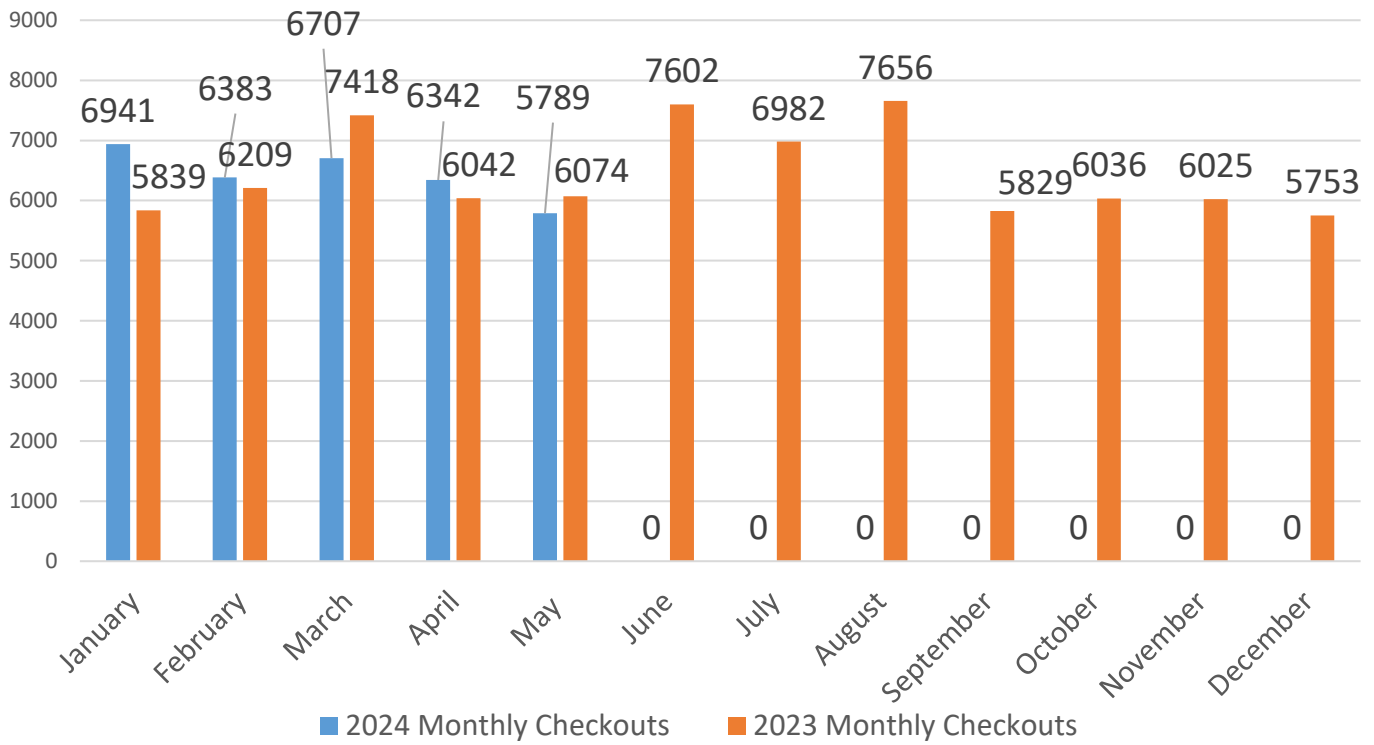
Respectfully submitted,

Grace Jelks

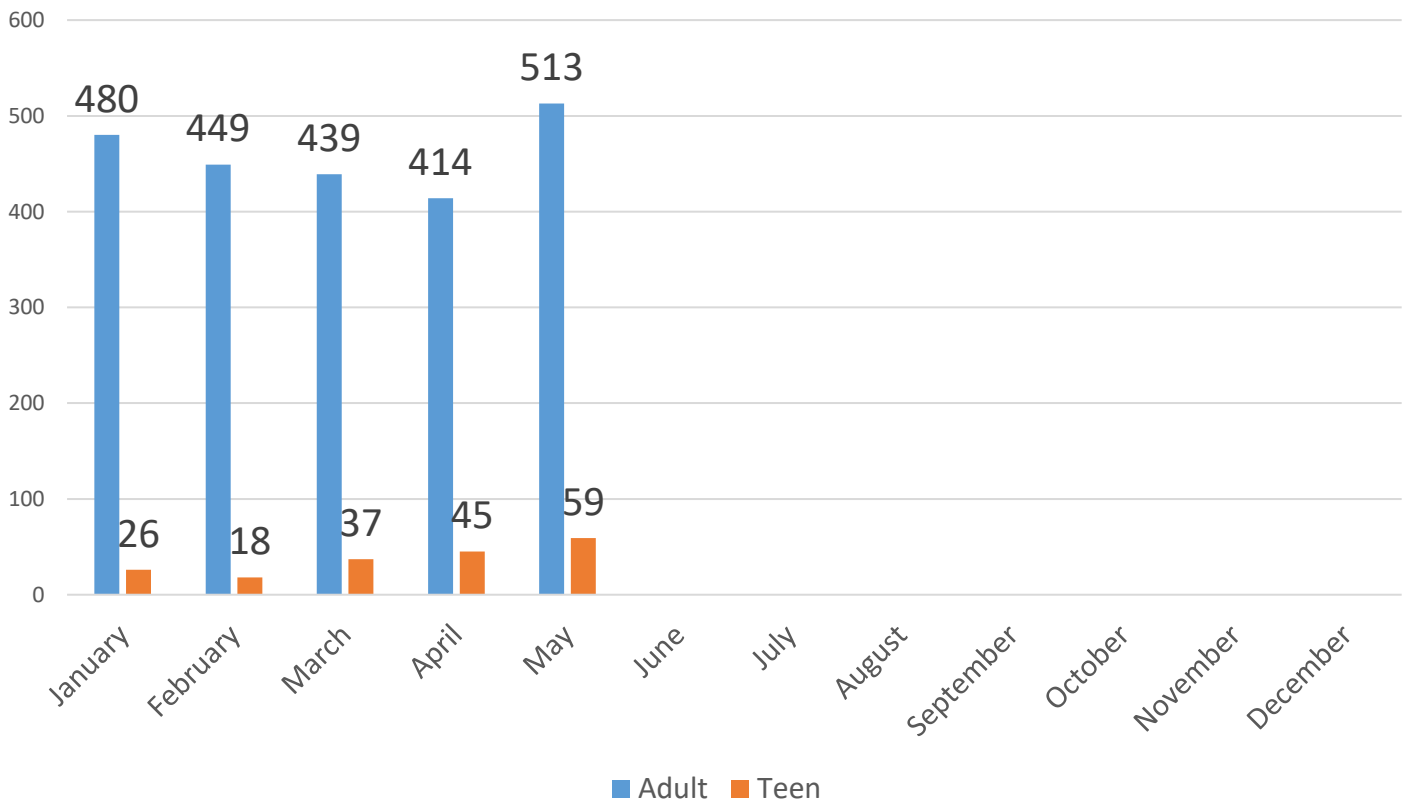
Grace Jelks, Management Staff Assistant



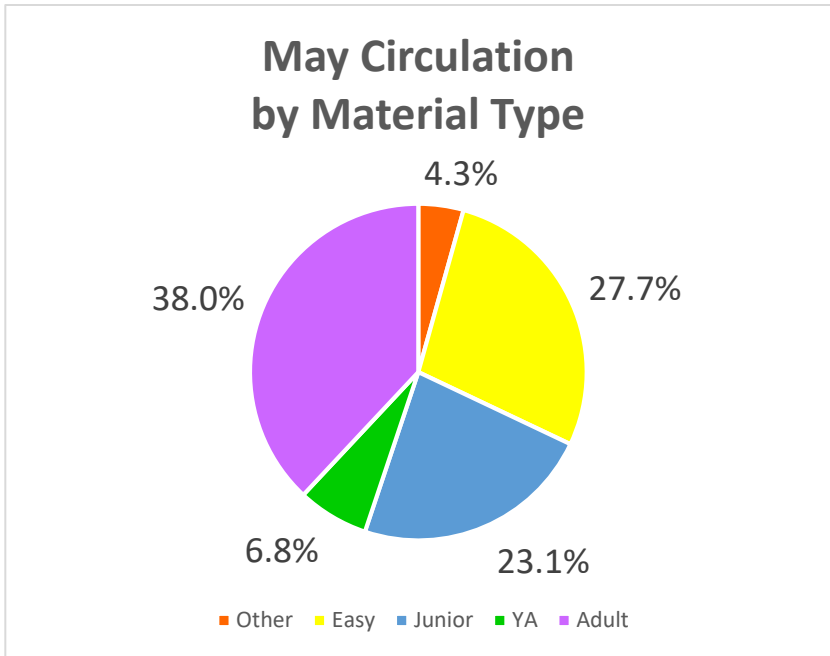
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	4.3%	27.7%	23.1%	6.8%	38.0%
2 - Adult Audiobook	125	251	1604	1337	396	2201
3 - Adult DVDs	259					
4 - Adult Fiction	866					
5 - Adult Graphic Novel	16					
6 - Adult Nonfiction	403					
7 - Board Book	210					
8 - Children's CD Book	13					
9 - Children's Audiobook	53					
10 - Children's DVD	137					
11 - Children's Graphic Novel	1					
12 - Children's Reference	0					
14 - Equipment	3					
16 - Fantasy	20					
17 - Other Language F/NF	17					
19 - Junior Fiction	497					
20 - Junior Graphic Novel	288					
21 - Junior Nonfiction	362					
22 - Large Print	117					
23 - Magazine	24					
25 - Mystery	442					
30 - Oversize	1					
34 - Picture Book	926					
35 - Prof Collection	30					
36 - Reader	424					
37 - Reference	1					
39 - Science Fiction	32					
42 - Western	37					
44 - Young Adult Audiobook	1					
45 - Young Adult DVD	41					
46 - Young Adult Fiction	128					
47 - Young Adult Graphic Novel	215					
48 - Young Adult Nonfiction	11					
OTAP	1					
Off Site	0					
None/On-the-fly	88					
TOTAL	5789					



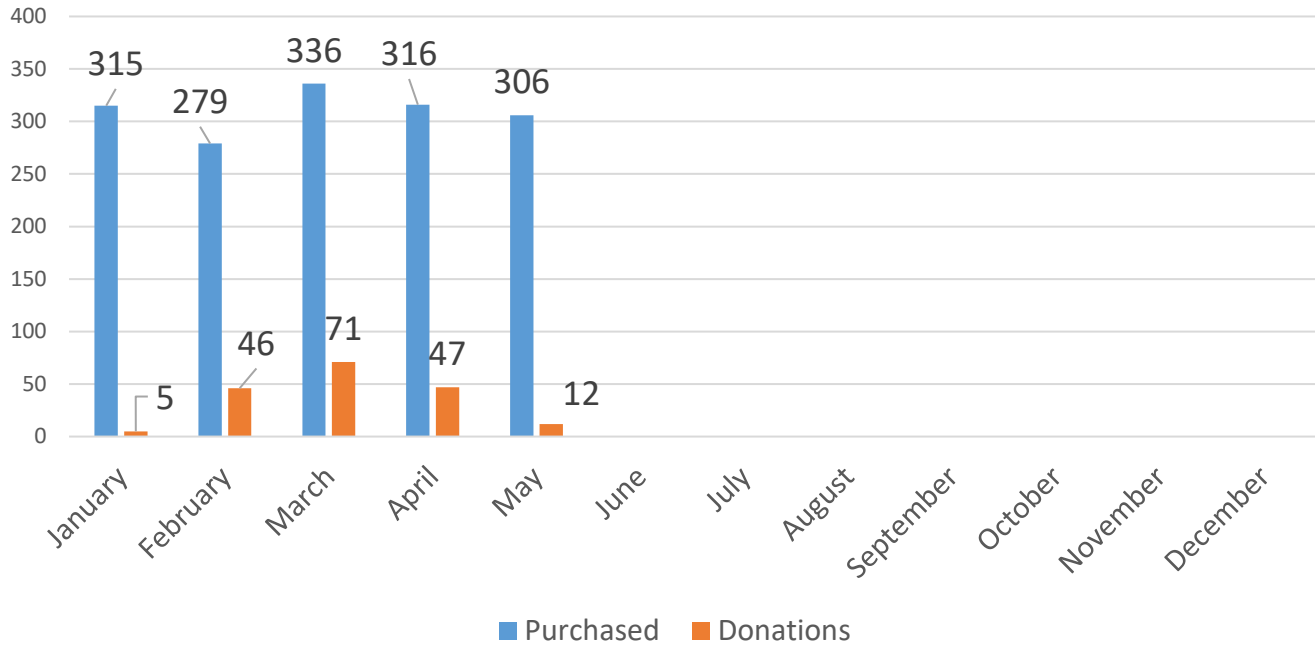
NEW Items Snapshot - June 5, 2024

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4032	944	23.41%
Picture Books	723	201	27.80%
Adult Fiction	697	218	31.28%
Junior Fiction	401	55	13.72%
YA Fiction	258	21	8.14%

Circulation Snapshot - June 5, 2024

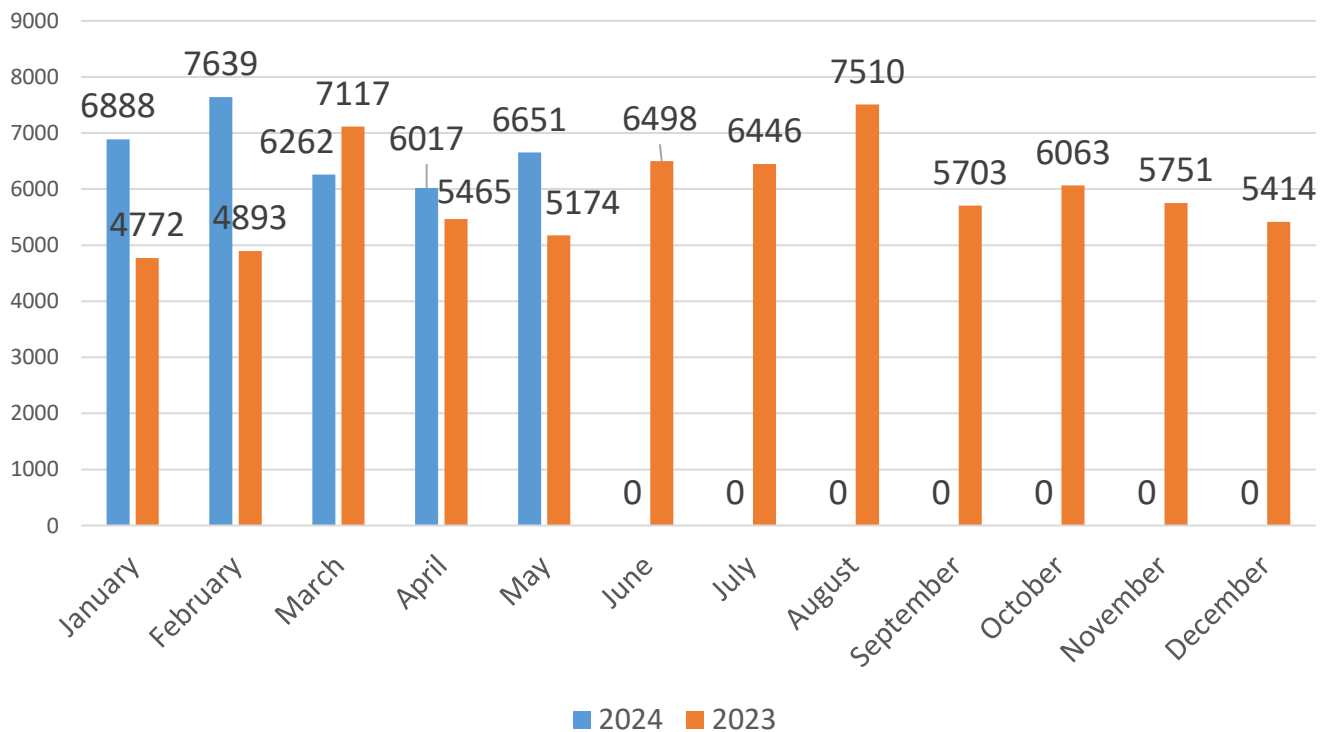
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	15	0	0	0
2 - Adult Audiobook	1669	2.1	88	5.3
3 - Adult DVDs	1819	2.3	77	4.2
4 - Adult Fiction	13823	17.2	802	5.8
5 - Adult Graphic Novel	372	0.5	23	6.2
6 - Adult Nonfiction	13689	17	562	4.1
7 - Board Book	691	0.9	175	25.3
8 - Children's CD Book	110	0.1	16	14.5
9 - Children's Audiobook	680	0.8	50	7.4
10 - Children's DVD	870	1.1	112	12.9
11 - Children's Graphic Novel	3	0	2	66.7
12 - Children's Reference	177	0.2	0	0
14 - Equipment	12	0	3	25
16 - Fantasy	238	0.3	36	15.1
17 - Other Language F/NF	944	1.2	25	2.6
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5640	7	715	12.7
20 - Junior Graphic Novel	1592	2	341	21.4
21 - Junior Nonfiction	9034	11.2	486	5.4
22 - Large Print	1809	2.2	116	6.4
23 - Magazine	3589	4.5	27	0.8
25 - Mystery	5989	7.4	305	5.1
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	5861	7.3	1013	17.3
35 - Prof Collection	315	0.4	45	14.3
36 - Reader	2120	2.6	462	21.8
37 - Reference	518	0.6	1	0.2
39 - Science Fiction	1329	1.6	49	3.7
42 - Western	725	0.9	26	3.6
44 - Young Adult Audiobook	292	0.4	4	1.4
45 - Young Adult DVD	446	0.6	46	10.3
46 - Young Adult Fiction	3285	4.1	201	6.1
47 - Young Adult Graphic Novel	1544	1.9	186	12
48 - Young Adult Nonfiction	938	1.2	31	3.3
49 - Young Adult Reference	0	0	0	0
50 - OTAP	386	0.5	16	4.1
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	80578		6041	7.5

Items Added



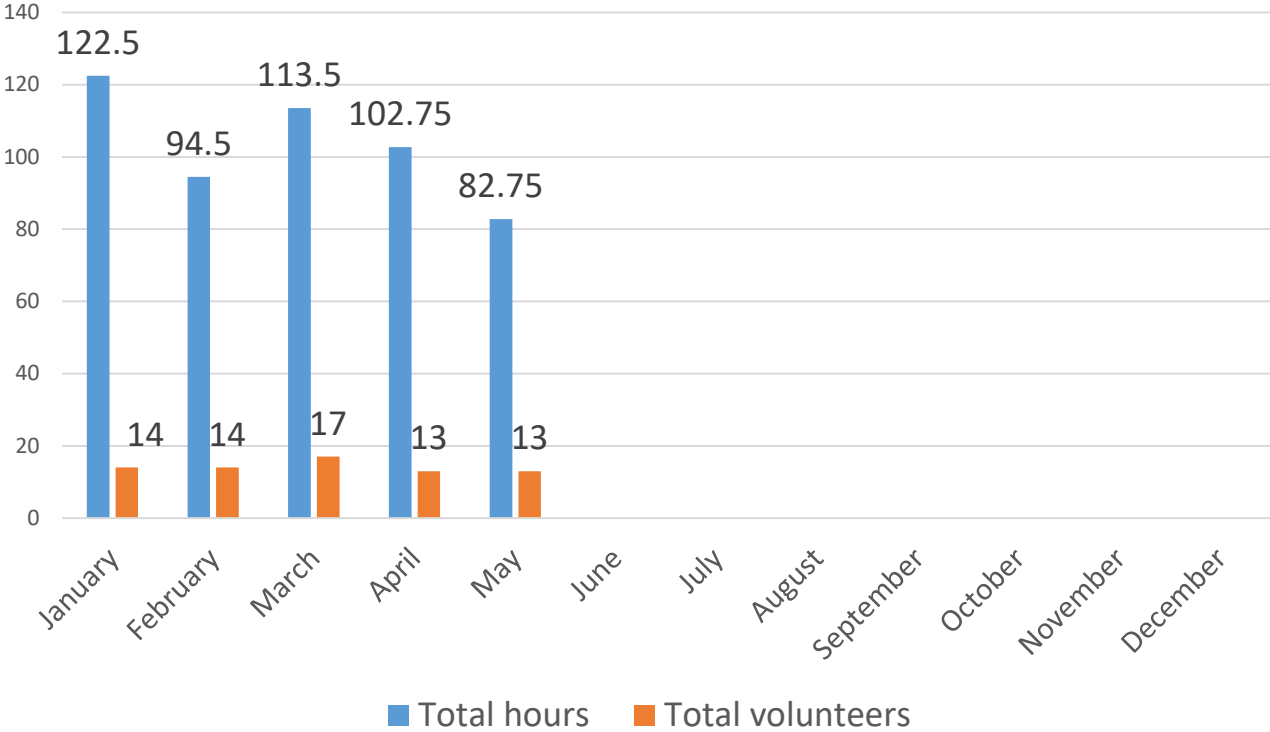
Total value added to collection
 May 2024 - \$6741.22

Door Count

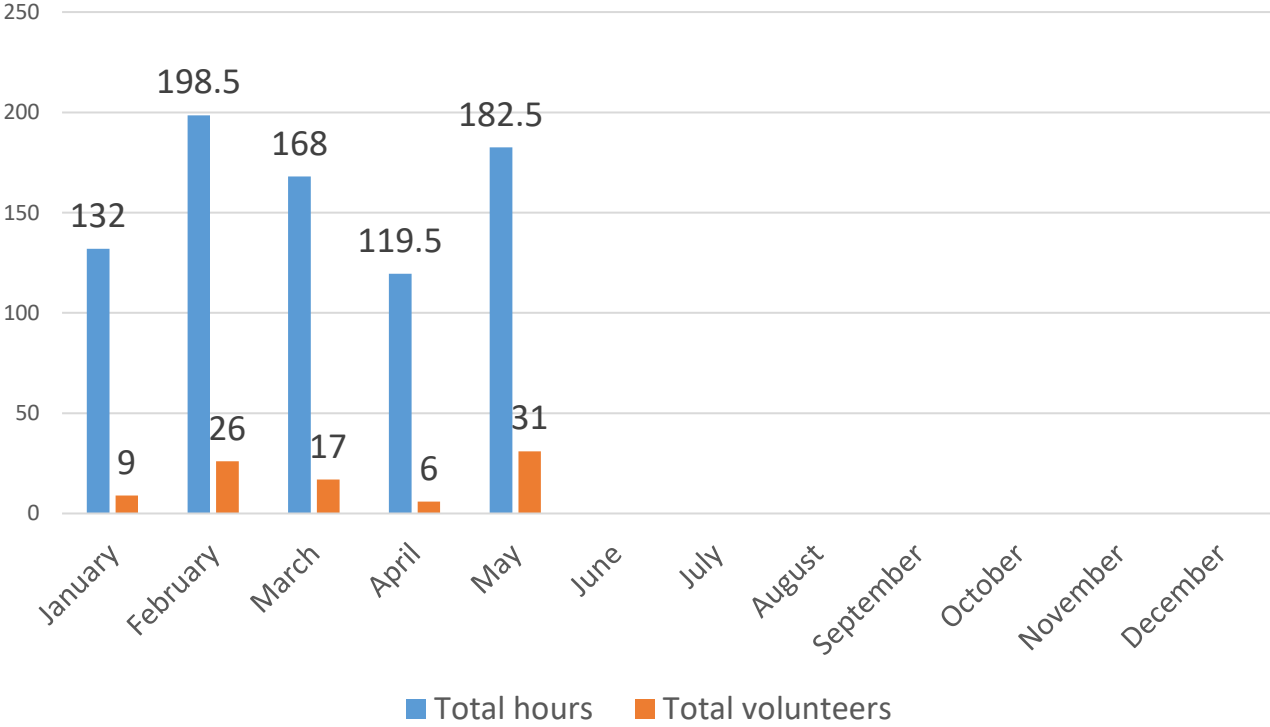


Library Card Sponsorship Program
 Number of cards issued FY 2023-2024 – 15

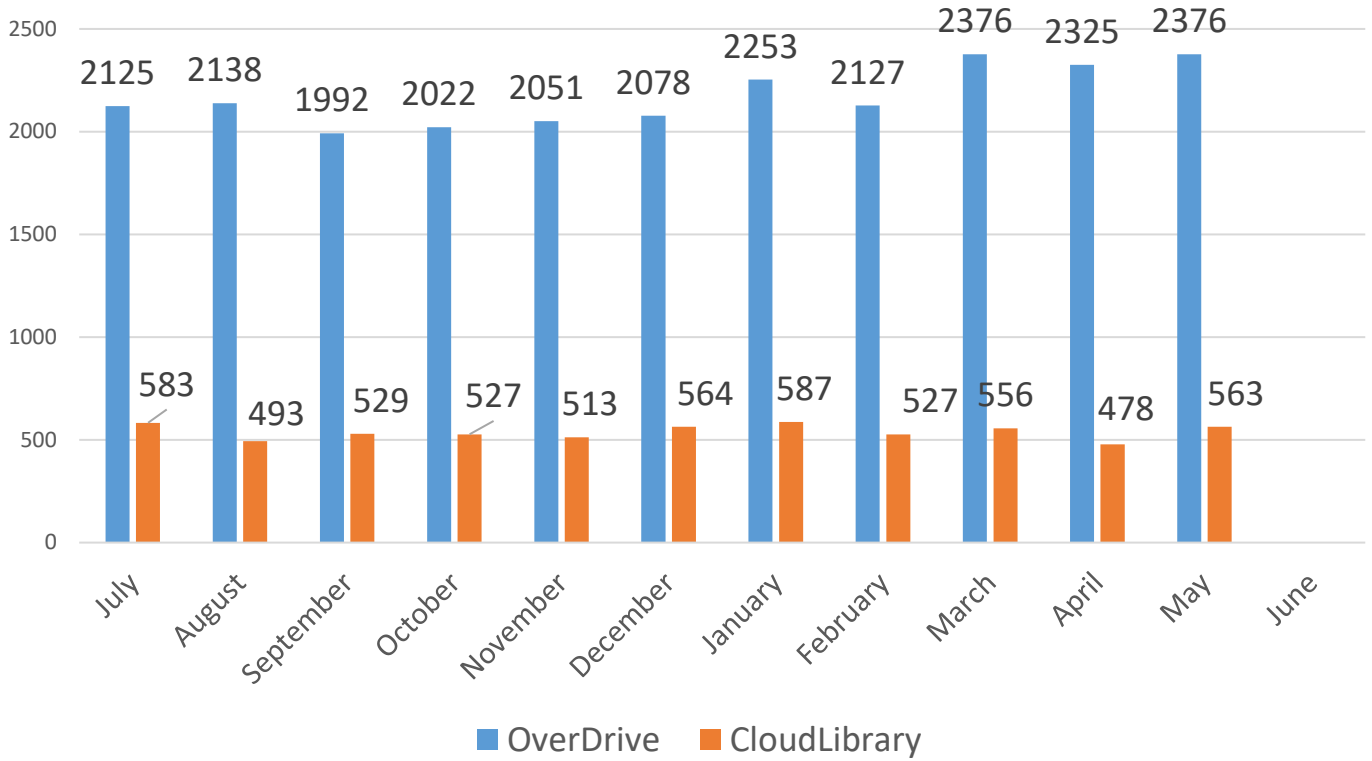
Volunteer Contribution - Library



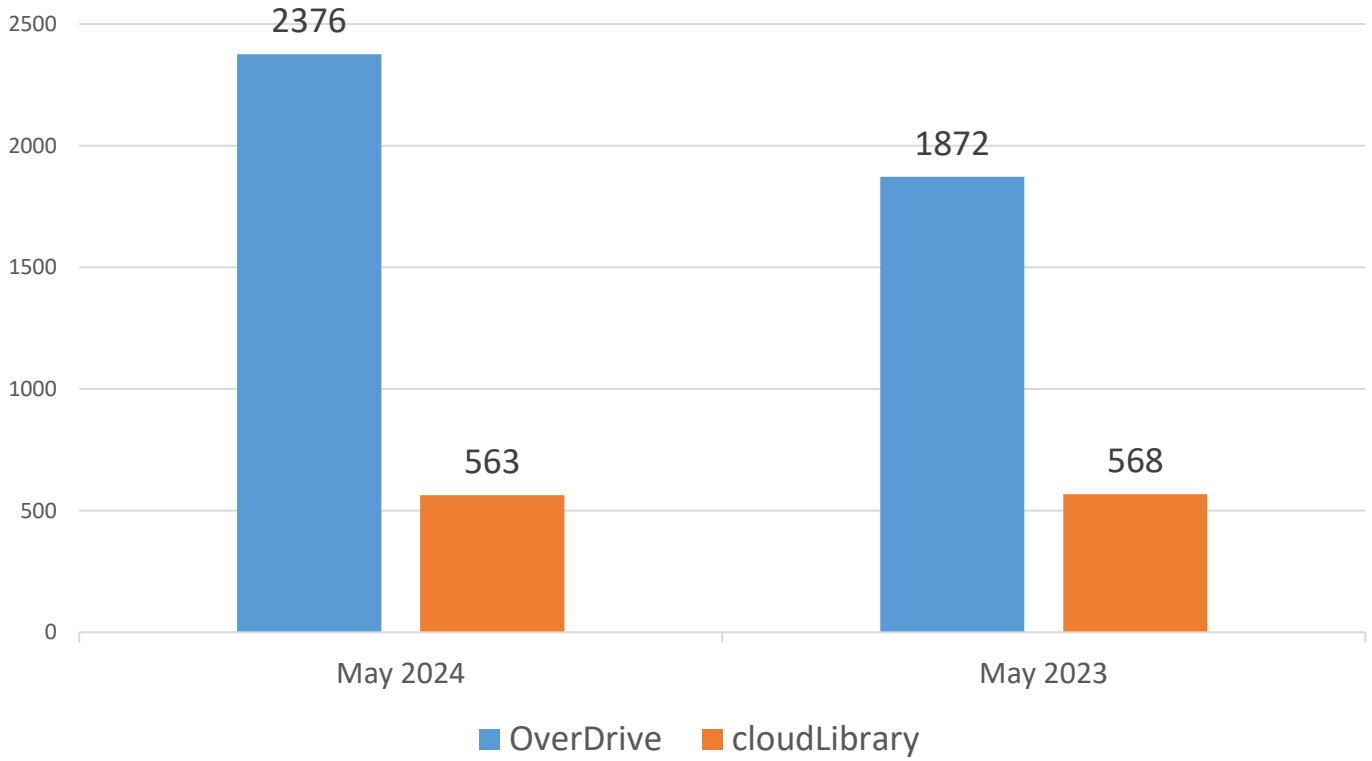
Volunteer Contribution - Friends of the Library



FY 2023-2024 OverDrive & cloudLibrary Circulation



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
5/10/2024	Eastwood Carnival	151		x	
5/22/2024	Fir Grove Kindergarten visit	49	x		
5/23/2024	Winchester school event	146		x	
	TOTAL	346			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
5/2/2024	Dr David Lewis: Tribal Histories of the Willamette Valley	46	x		
5/9/2024	Tech Time	1	x		
5/10/2024	Tech Time	2	x		
5/21/2024	Online Book Group	8			x
5/23/2024	Author Discussion Group	4			x
5/30/2024	Silent Book Group	5	x		
	TOTAL	66			